



BOARD OF TRUSTEES AGENDA

October 16, 2026

8:30 a.m. Closed Session

9:30 a.m. Open Session



1001 Presidio Square, Costa Mesa, CA 92626 • (714) 979-1955 • www.coastlinerop.org Brian K. Dozer, D. Mgt.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 8, 2026

SUBJECT: Board Package for Board of Trustees Meeting

Enclosed are the agenda and supporting materials for the Friday, October 16, 2026, meeting of the Coastline ROP Board of Trustees at the Presidio site at 1001 Presidio Square in Building B. Closed session will begin at 8:30 a.m. Open session is scheduled to begin promptly at 9:30 a.m.

I look forward to seeing you at the meeting.

Enclosure



COASTLINE ROP

Presidio Campus, 1001 Presidio Square, Building B, Costa Mesa, CA 92626-1584

BOARD OF TRUSTEES Friday, October 16, 2026 8:30 a.m. Closed Session 9:30 a.m. Open Session

PUBLIC COMMUNICATION TO THE BOARD - Anyone desiring to address the Board on any item will be granted three minutes to make a presentation to the Board. If the topic relates to a particular agenda item, you have the option of requesting to be called upon to make your remarks at the time the item is discussed by the Board. (Education Code §35145.5, Government Code §54954.3)

AGENDA

1. BOARD MEETING CALLED TO ORDER

Meeting is called to order by _____ at _____ a.m.

- 2. ROLL CALL:**
- | | |
|--------------------------------|-------|
| Lynn Davis, President | _____ |
| Krista Weigand, Vice President | _____ |
| Suzie Swartz, Clerk | _____ |
| Lauren Brooks, Member | _____ |

Coastline ROP:

Dr. Brian Dozer, Superintendent
Dr. Krista Schweers-Ganga, Director, Educational Services
Brenda Savedra, Director, Business Services
Siteria Edwards, Director, Human Resources

- 3. PUBLIC COMMENT ON CLOSED SESSION ITEMS** – Anyone desiring to address the Board on any closed session item will be granted three minutes to make a presentation to the Board.

- 4. CLOSED SESSION** **Discussion**
- A. Public Employee Evaluation: Superintendent (Government Code §54957)
 - B. Public Employee Evaluation (Government Code §54957)
 - C. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)
 - D. Compensation for Unrepresented Employees (Government Code §54957.6)

- 5. RECONVENE IN OPEN SESSION** **Discussion**
- A. Reporting out of Closed Session

6. PLEDGE OF ALLEGIANCE

- 7. ADOPTION OF AGENDA** – Recommend the agenda be adopted as submitted.

Motion by _____ Seconded by _____ Vote _____

- 8. PUBLIC COMMENTS** – Anyone desiring to address the Board on any item not on the agenda will be granted three minutes to make a presentation to the Board.

INFORMATION ITEMS

- 9. SUPERINTENDENT'S REPORT – Dr. Brian Dozer**
- 10. EDUCATIONAL SERVICES' UPDATE – Dr. Krista Schweers-Ganga**
- 11. Diversified Services Careers – Belen Clara, Coastline ROP Instructor**

DISCUSSION/ACTION ITEMS

- | | |
|--|--------------------------|
| 12. Board Meeting Date/Time Changes | Discussion/Action |
| Motion by_____ Seconded by_____ | Vote_____ |
| 13. Actuarial Study of Retiree Health Liabilities | Discussion/Action |
| Recommend the Board accept the Actuarial Study of Retiree Health Liabilities prepared by Foster & Foster Actuaries and Consultants. | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 14. Orange County Probation – Theatre Arts and Music Instructional Services Contract | Discussion/Action |
| Recommend the Board approve the contract between Coastline ROP and the County of Orange for Theatre Arts and Music Instructional Services. | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 15. OCDE California Apprenticeship Initiative 2.0 Agreement - SVUSD Building Industry Technology Academy | Discussion/Action |
| Recommend the Board approve the agreement between Coastline ROP and the Orange County Superintendent of Schools for California Apprenticeship Initiative 2.0 Supporting the SVUSD Building Industry Technology Academy at El Toro High School. | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 16. OCDE Legal Services Engagement MOU | Discussion/Action |
| Recommend the Board approve the agreement with OCDE for legal services. | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 17. Vital Link Career Exploration Exhibit Days MOU Amendment | Discussion/Action |
| Recommend the Board approve the Amendment to the Memorandum of Understanding for 2026-2027. | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 18. Amendment of Contract | Discussion/Action |
| Approval of amendment of contract for Superintendent | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 19. Amendment of Contract | Discussion/Action |
| Approval of amendment of contract for Director, Educational Services | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 20. Amendment of Contract | Discussion/Action |
| Approval of amendment of contract for Director, Business Services | |
| Motion by_____ Seconded by_____ | Vote_____ |
| 21. Amendment of Contract | Discussion/Action |
| Approval of amendment of contract for Director, Human Resources | |
| Motion by_____ Seconded by_____ | Vote_____ |

CONSENT CALENDAR

Action

All matters listed under the Consent Calendar are considered by the Board to be items that will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board or staff request specific items be discussed and/or removed from the Consent Calendar.

It is recommended that the Board approve:

- 22. Minutes from September 10, 2026, Board of Trustees meeting
- 23. Ratification of purchase order and change order reports – August 31, 2026 – October 4, 2026
- 24. Ratification of check report – August 31, 2026 – October 4, 2026
- 25. University Lab Partners Biotech MOU Approval
- 26. Memorandum of Understanding (MOU) for CTEoc
- 27. English language learner waiver listing
- 28. Personnel Register #4 – 2026-2027 (Approval of employee appointments, releases, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 29. Approval of travel and conference report

Motion by_____ Seconded by_____ Vote_____

NEW BUSINESS

Information

ADJOURNMENT

Motion by_____ Seconded by_____ Vote_____ at ____ a.m.

Next Scheduled Meeting: Thursday, November 12, 2026



COASTLINE ROP 2026 BOARD CALENDAR

January 15	(3 rd Thursday)	- Board Meeting
February 19	(3 rd Thursday)	- Board Meeting Textbook Inventory
March 13 8:30 a.m.	(2 nd Friday)	- Board Meeting Interim Budget Review Closed: Strategic Goals Update
April 17	(3 rd Friday)	- Board Meeting
May 21	(3 rd Thursday)	- Board Meeting 2026-2027 School Calendar Review Superintendent's Evaluation Process
June 16	(3 rd Tuesday)	- Board Meeting Public Hearing for 2026-2027 Budget Adopt 2026-2027 Budget Authorize Superintendent to Approve Travel and Conferences Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2026-2027 Closed: Strategic Goals
June 30 11:00 a.m.	(5 th Tuesday)	- Board Meeting – Closed Session Only
August 20	(3 rd Thursday)	- Board Meeting Board Input for 2026-2027 Coastline ROP Goals
September 10	(2 nd Thursday)	- Board Meeting Superintendent's Evaluation 2025-2026 Unaudited Actuals Report Closed: Strategic Goals
October 16	(3 rd Friday)	- Board Meeting
November 12	(2 nd Thursday)	- Board Meeting
December 17	(3 rd Thursday)	- Organizational Meeting Audit Report Interim Budget Review

Meeting Time: 9:30 a.m., unless otherwise noted.

TO: Board of Trustees

FROM: Brenda Savedra

DATE: October 16, 2026

SUBJECT: Actuarial Study of Retiree Health Liabilities as of June 30, 2026

Background and Rationale

The Governmental Accounting Standards Board (GASB) requires public employers to recognize and report liabilities associated with post-employment benefits other than pensions (OPEB). Coastline ROP completed its initial OPEB actuarial study in June 2010.

In 2015, GASB issued Statement No. 75, which replaced GASB Statement No. 45 and requires public employers to recognize their OPEB liability in their financial statements. GASB 75 requires annual measurements of the liability, with a full actuarial valuation performed at least every two years.

Coastline ROP's previous full actuarial study was completed by Total Compensation Systems, Inc. (TCS) in October 2024, with a valuation date of June 30, 2024. The current full actuarial study was completed by Foster & Foster Actuaries and Consultants, formerly TCS, with a valuation and measurement date of June 30, 2026. The study provides the actuarial information necessary for Coastline ROP's GASB 75 financial reporting for the fiscal year ending June 30, 2026.

In April 2021, the Board of Trustees authorized the establishment of a Section 115 Trust to fund Coastline ROP's long-term OPEB obligations. Funds previously held in Fund 20 were transferred to the trust in June 2021, and Coastline ROP has continued to fund the trust as part of its long-term strategy to address these obligations. As of June 30, 2026, the balance of the Section 115 Trust was \$308,925.22.

Financial Implications

As of June 30, 2026, Coastline ROP's Total OPEB Liability is \$235,663. The Fiduciary Net Position of the Section 115 Trust is \$308,925, resulting in a Net OPEB Liability of (\$73,262). The negative net OPEB Liability indicates that assets held in the trust exceed the ROP's Total OPEB Liability as measured under GASB 75.

This represents an improvement from the June 30, 2025 Net OPEB Liability of (\$22,651). The actuarial study also reports an OPEB expense of (\$25,423) for the fiscal year ending June 30, 2026.

The actuarial study provides the information necessary for Coastline ROP to recognize and report its OPEB liability in accordance with GASB 75.

Recommendation

It is respectfully recommended that the Board of Trustees accept the Actuarial Study of Retiree Health Liabilities prepared by Foster & Foster Actuaries and Consultants.

Coastline Regional Occupational Program
Actuarial Study of
Retiree Health Liabilities Under GASB 74/75
Valuation Date: June 30, 2026
Measurement Date: June 30, 2026
For Fiscal Year-End: June 30, 2026

Prepared by:
Foster & Foster Actuaries and Consultants
(Formerly Total Compensation Systems, Inc.)



Date: September 30, 2026

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Coastline Regional Occupational Program Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

This report was produced by Foster & Foster, Inc. for Coastline Regional Occupational Program to determine the liabilities associated with its current retiree health program as of a June 30, 2026 measurement date and to provide the necessary information to determine accounting entries for the fiscal year ending June 30, 2026. This report may not be suitable for other purposes such as determining employer contributions or assessing the potential impact of changes in plan design.

Different users of this report will likely be interested in different sections of information contained within. We anticipate that the following portions may be of most interest depending on the reader:

- A high level comparison of key results from the current year to the prior year is shown on this page.
- The values we anticipate will be disclosed in the June 30, 2026 year-end financials are shown on pages 2 and 3.
- Additional accounting information is shown on page 14 and Appendices C and D.
- Description and details of measured valuation liabilities can be found beginning on page 12.
- Guidance regarding the next actuarial valuation for the June 30, 2027 measurement date is provided on page 15.

B. Key Results

Coastline ROP uses an Actuarial Measurement Date that is the same as its Fiscal Year-End. This means that these actuarial results measured as of June 30, 2026 will be used directly for the June 30, 2026 Fiscal Year-End.

Key Results	Current Year <i>June 30, 2026 Measurement Date for June 30, 2026 Fiscal Year-End</i>	Prior Year <i>June 30, 2025 Measurement Date for June 30, 2025 Fiscal Year-End</i>
Total OPEB Liability (TOL)	\$235,663	\$245,473
Fiduciary Net Position (FNP)	\$308,925	\$268,124
Net OPEB Liability (NOL)	(\$73,262)	(\$22,651)
Service Cost (<i>for year following</i>)	\$23,400	\$19,045
Estimated Pay-as-you-go Amount (<i>for year following</i>)	\$30,655	\$40,508
GASB 75 OPEB Expense (<i>for year ending</i>)	(\$25,423)	(\$14,441)

Refer to results section beginning on page 12 or the glossary on page 29 for descriptions of the above items.

Key Assumptions	Current Year <i>June 30, 2026 Measurement Date for June 30, 2026 Fiscal Year-End</i>	Prior Year <i>June 30, 2025 Measurement Date for June 30, 2025 Fiscal Year-End</i>
Valuation Interest Rate	5.95%	5.95%
Expected Rate of Return on Assets	5.95%	5.95%
Long-Term Medical Trend Rate	4.00%	4.00%
Projected Payroll Growth	2.75%	2.75%

Portion of Key Measurements Due to Implicit Rate Subsidy

The implicit rate subsidy represents the difference between retiree premium rates and the underlying cost of retiree coverage. Because medical costs generally increase with age, the direct premium rate for pre-Medicare retirees will typically fall short of the underlying cost of retiree coverage when the premium rates are determined by blending active employees and pre-Medicare retirees. GASB 75 requires the underlying cost to be reflected in most cases, so OPEB actuaries develop age-adjusted costs to estimate the underlying cost of coverage solely for retirees.

Below is a breakdown of key measurements between the portion due to the employer share of retiree premiums and the portion due to the implicit rate subsidy. Although the two pieces are typically treated the same under GASB 75, the distinction can be important for planning purposes because the implicit rate subsidy will not be paid directly in the same way that the employer share of retiree premiums will be paid.

June 30, 2026 Measurement Date	Portion due to Employer Share of Retiree Premium	Portion due to Implicit Rate Subsidy	Total
Total OPEB Liability	\$149,497	\$86,166	\$235,663
Service Cost (for year following)	\$14,860	\$8,540	\$23,400

The following table shows the “pay as you go” projection of annual payments for the employer share of retiree health costs as well as the projected annual amount of the implicit rate subsidy. Although actual payments are certain to vary from those shown below, these projections can be useful for planning purposes.

Year Beginning July 1	Employer Share of Retiree Premium	Implicit Rate Subsidy	Total Projected Benefit Payments
2026	\$19,418	\$11,237	\$30,655
2027	\$11,328	\$6,662	\$17,990
2028	\$4,845	\$2,785	\$7,630
2029	\$8,339	\$4,794	\$13,133
2030	\$11,689	\$6,720	\$18,409
2031	\$7,275	\$4,183	\$11,458
2032	\$8,640	\$4,968	\$13,608
2033	\$3,968	\$2,281	\$6,249
2034	\$5,088	\$2,925	\$8,013
2035	\$6,866	\$3,947	\$10,813

C. Summary of GASB 75 Accounting Results

1. Changes in Net OPEB Liability

The following table shows the reconciliation of the June 30, 2025 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2026 NOL. A more detailed version of this table can be found on page 14.

	TOL	FNP	NOL
Balance at June 30, 2025 Measurement Date	\$245,473	\$268,124	(\$22,651)
Service Cost	\$19,045	\$0	\$19,045
Interest on TOL / Return on FNP	\$13,967	\$42,348	(\$28,381)
Employer Contributions	\$0	\$40,508	(\$40,508)
Benefit Payments	(\$40,508)	(\$40,508)	\$0
Administrative Expenses	\$0	(\$1,547)	\$1,547
Experience (Gains)/Losses	(\$4,495)	\$0	(\$4,495)
Changes in Assumptions	\$2,181	\$0	\$2,181
Other	\$0	\$0	\$0
Net Change	(\$9,810)	\$40,801	(\$50,611)
Actual Balance at June 30, 2026 Measurement Date	\$235,663	\$308,925	(\$73,262)

2. Deferred Inflows and Outflows

Changes in the NOL arising from certain sources are recognized on a deferred basis. The following tables show the balance of each deferral item as of the measurement date and the scheduled future recognition. A reconciliation of these balances can be found on page 14 while the complete deferral history is shown beginning on page 26.

Balances at June 30, 2026 Fiscal Year-End	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
Differences between expected and actual experience	\$0	(\$400,391)
Changes in assumptions	\$68,511	(\$60,673)
Differences between projected and actual return on assets	\$0	(\$28,882)
Total	\$68,511	(\$489,946)

To be recognized fiscal year ending June 30:	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
2027	\$7,200	(\$52,177)
2028	\$7,200	(\$51,921)
2029	\$7,200	(\$51,271)
2030	\$7,200	(\$49,209)
2031	\$7,200	(\$43,924)
Thereafter	\$32,511	(\$241,444)
Total	\$68,511	(\$489,946)

3. OPEB Expense

Under GASB 74 and 75, OPEB expense includes service cost, interest cost, administrative expenses, and change in TOL due to plan changes, adjusted for deferred inflows and outflows. OPEB expense can also be derived as change in net position, adjusted for employer contributions, which can be found on page 14.

To be recognized fiscal year ending June 30, 2026	<i>Expense Component</i>
Service Cost	\$19,045
Interest Cost	\$13,967
Expected Return on Assets	(\$15,907)
Administrative Expenses	\$1,547
Recognition of Experience (Gain)/Loss Deferrals	(\$38,365)
Recognition of Assumption Change Deferrals	\$1,641
Recognition of Investment (Gain)/Loss Deferrals	(\$7,351)
Employee Contributions	\$0
Changes in Benefit Terms	\$0
Net OPEB Expense for fiscal year ending June 30, 2026	(\$25,423)

4. Adjustments

We are unaware of any adjustments that need to be made.

5. Trend and Interest Rate Sensitivities

The following presents what the Net OPEB Liability would be if it were calculated using a discount rate assumption or a healthcare trend rate assumption one percent higher or lower than the current assumption.

Net OPEB Liability at June 30, 2026 Measurement Date	<i>Discount Rate</i>	<i>Healthcare Trend Rate</i>
1% Decrease in Assumption	(\$53,083)	(\$99,940)
Current Assumption	(\$73,262)	(\$73,262)
1% Increase in Assumption	(\$91,427)	(\$40,777)

D. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

	<u>Certificated</u>	<u>Classified</u>	<u>Management</u>
Benefit types provided	Medical, dental and vision	Medical, dental and vision	Medical, dental and vision
Duration of Benefits	5 years, but not beyond age 65	5 years, but not beyond age 65	5 years, but not beyond age 65
Required Service	20 years*	20 years*	20 years*
Minimum Age	60	60	60
Dependent Coverage	No	No	No
ROP Contribution %	Dependent on Plan Type and Employee Status at Retirement	Dependent on Plan Type and Employee Status at Retirement	Dependent on Plan Type and Employee Status at Retirement
ROP Cap	Re-Established Each Year	Re-Established Each Year	Re-Established Each Year

*Includes service in designated feeder districts and Orange County ROP's. Must have been in health plan at least two years at retirement.

E. Summary of Valuation Data

This report is based on census data provided to us as of September, 2026. Distributions of participants by age and service can be found on page 19. For non-lifetime benefits, the active count below excludes employees for whom it is not possible to receive retiree benefits (e.g. employees who are already older than the maximum age to which benefits are payable or who will not accrue the required service prior to reaching the maximum age).

	Current Year <i>June 30, 2026 Valuation Date</i> <i>June 30, 2026 Measurement Date</i>	Prior Year <i>June 30, 2024 Valuation Date</i> <i>June 30, 2025 Measurement Date</i>
Active Employees eligible for future benefits		
Count	31	29
Average Age	37.6	40.1
Average Years of Service	5.5	6.2
Retirees currently receiving benefits		
Count	3	3
Average Age	63.5	62.7

We were not provided with information about any terminated, vested employees.

F. Certification

The actuarial information in this report is intended solely to assist Coastline ROP in complying with Governmental Accounting Standards Board Accounting Statement 74 and 75 and, unless otherwise stated, fully and fairly discloses actuarial information required for compliance. Nothing in this report should be construed as an accounting opinion, accounting advice or legal advice. Foster & Foster recommends that third parties retain their own actuary or other qualified professionals when reviewing this report. Foster & Foster's work is prepared solely for the use and benefit of Coastline ROP. Release of this report may be subject to provisions of the Agreement between Coastline ROP and Foster & Foster. No third party recipient of this report product should rely on the report for any purpose other than accounting compliance. Any other use of this report is unauthorized without first consulting with Foster & Foster.

This report is for fiscal year July 1, 2025 to June 30, 2026, using a measurement date of June 30, 2026. The calculations in this report have been made based on our understanding of plan provisions and actual practice at the time we were provided the required information. We relied on information provided by Coastline ROP. Much or all of this information was unaudited at the time of our evaluation. We reviewed the information provided for reasonableness, but this review should not be viewed as fulfilling any audit requirements. We relied on the following materials to complete this study:

- We used paper reports and digital files containing participant demographic data from the ROP personnel records.
- We used benefit descriptions provided by the ROP.

All costs, liabilities, and other estimates are based on actuarial assumptions and methods that comply with all applicable Actuarial Standards of Practice (ASOPs). Each assumption is deemed to be reasonable by itself, taking into account plan experience and reasonable future expectations and in combination represent our estimate of anticipated experience of the Plan.

This report contains estimates of the Plan's financial condition and future results only as of a single date. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. This valuation cannot predict the Plan's future condition nor guarantee its future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. Determining results using alternative assumptions (except for the alternate discount and trend rates shown in this report) is outside the scope of our engagement.

Future actuarial measurements may differ significantly from those presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the measurement methodology (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. We were not asked to perform analyses to estimate the potential range of such future measurements.

The signing actuary is independent of Coastline ROP and any plan sponsor. Foster & Foster does not intend to benefit from and assumes no duty or liability to other parties who receive this report. Foster & Foster is not aware of any relationship that would impair the objectivity of the opinion.

On the basis of the foregoing, I hereby certify that, to the best of my knowledge and belief, this report is complete and has been prepared in accordance with generally accepted actuarial principles and practices and all

applicable Actuarial Standards of Practice. I meet the Qualifications Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Respectfully submitted,



Will Kane, FSA, EA, MAAA
Senior Consulting Actuary
Foster & Foster, Inc.

PART II: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

We calculated the actuarial present value of projected benefit payments (APVPBP) separately for each participant. We determined eligibility for retiree benefits based on information supplied by Coastline ROP. We then selected assumptions that, based on plan provisions and our training and experience, represent our best prediction of future plan experience. For each participant, we applied the appropriate assumption factors based on the participant's age, sex, length of service, and employee classification.

The actuarial assumptions used for this study are summarized beginning on page 16.

B. Liability for Retiree Benefits.

For each participant, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Coastline ROP uses contribution caps, the influence of the trend factor is further reduced. We multiplied each future year's benefit payments by the probability that benefits will be paid; i.e. based on the probability that the participant is living, has not terminated employment, has retired and remains eligible. The probability that benefit will be paid in any future year is zero if the participant will not be eligible. The participant will not be eligible if s/he will not have met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's benefit payments and the probability the benefit will be paid equals the expected cost for that year. We multiplied the above expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan. Finally, we discounted the expected cost for each year to the measurement date June 30, 2026 at 5.95% interest.

For any **current retirees**, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 100%).

The value generated from the process described above is called the actuarial present value of projected benefit payments (APVPBP). We added APVPBP for each participant to get the total APVPBP for all participants which is the estimated present value of all future retiree health benefits for all **current** participants. The APVPBP is the amount on June 30, 2026 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last participant dies or reaches the maximum eligibility age. However, for most actuarial and accounting purposes, the APVPBP is not used directly but is instead apportioned over the lifetime of each participant as described in the following sections.

C. Actuarial Accrual

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an “implicit rate subsidy”).

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method” and uses the APVPBP to develop expense and liability figures. Furthermore, the APVPBP should be accrued over the working lifetime of employees.

In order to accrue the APVPBP over the working lifetime of employees, actuarial cost methods apportion the APVPBP into two parts: the portions attributable to service rendered prior to the measurement date (the past service liability or Total OPEB Liability (TOL) under GASB 74 and 75) and to service after the measurement date but prior to retirement (the future service liability or present value of future service costs). Of the future service liability, the portion attributable to the single year immediately following the measurement date is known as the normal cost or Service Cost under GASB 74 and 75.

The service cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. The actuarial cost method mandated by GASB 75 is the “entry age actuarial cost method”. Under the entry age actuarial cost method, the actuary determines the service cost as the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. Under GASB 75, the service cost is calculated to be a level percentage of each employee’s projected pay.

D. Actuarial Assumptions

The APVPBP and service cost are determined using several key assumptions:

- The current **cost of retiree health benefits** (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the service cost.
- The “**trend**” **rate** at which retiree health benefits are expected to increase over time. A higher trend rate increases the service cost. A “cap” on ROP contributions can reduce trend to zero once the cap is reached thereby dramatically reducing service costs.
- **Mortality rates** varying by age and sex (and sometimes retirement or disability status). If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.
- **Employment termination rates** have the same effect as mortality inasmuch as higher termination rates reduce service costs. Employment termination can vary considerably between public agencies.
- The **service requirement** reflects years of service required to earn full or partial retiree benefits. While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase service costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets for funded plans. The rate used for a funded plan is the **real** rate of return expected for plan assets plus the long term inflation assumption. For an unfunded plan, the discount rate is based on an index of 20 year General Obligation municipal bonds rated AA or higher. For partially funded plans, the discount rate is a blend of the funded and unfunded rates.

E. Total OPEB Liability

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. If all actuarial assumptions are exactly met and an employer expensed the service cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the Total OPEB Liability (TOL). The excess of TOL over the value of plan assets is called the Net OPEB Liability (NOL). Under GASB 74 and 75, in order for assets to count toward offsetting the TOL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

Changes in the TOL can arise in several ways - e.g., as a result of plan changes or changes in actuarial assumptions. Change in the TOL can also arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience. GASB 75 allows certain changes in the TOL to be deferred (i.e. deferred inflows and outflows of resources).

Under GASB 74 and 75, a portion of actuarial gains and losses can be deferred as follows:

- Investment gains and losses are deferred five years.
- Experience gains and losses are deferred over the Expected Average Remaining Service Lives (EARSL) of plan participants. In calculating the EARSL, terminated employees (primarily retirees) are considered to have a working lifetime of zero. This often makes the EARSL quite short.
- Liability changes resulting from changes in economic and demographic assumptions are also deferred based on the EARSL.
- Liability changes resulting from plan changes, for example, cannot be deferred.

F. Valuation Results

This section details the measured values of the concepts described on the previous pages.

1. Actuarial Present Value of Projected Benefit Payments (APVPBP)

Actuarial Present Value of Projected Benefit Payments as of June 30, 2026 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active: Pre-65 Benefit	\$470,527	\$262,432	\$144,481	\$63,614
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$470,527	\$262,432	\$144,481	\$63,614
Retiree: Pre-65 Benefit	\$45,921	\$0	\$30,933	\$14,988
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$45,921	\$0	\$30,933	\$14,988
Grand Total	\$516,448	\$262,432	\$175,414	\$78,602
Subtotal Pre-65 Benefit	\$516,448	\$262,432	\$175,414	\$78,602
Subtotal Post-65 Benefit	\$0	\$0	\$0	\$0

2. Service Cost

The service cost represents the value of the benefit earned during a single year of employment. It is the APVPBP spread over the expected working lifetime of the employee and divided into annual segments. We applied an "entry age" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated service cost.

Service Cost Valuation Year Beginning July 1, 2026

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
# of Eligible Employees	31	15	13	3
First Year Service Cost				
Pre-65 Benefit	\$23,400	\$12,270	\$8,775	\$2,355
Post-65 Benefit	\$0	\$0	\$0	\$0
Total	\$23,400	\$12,270	\$8,775	\$2,355

Accruing retiree health benefit costs using service costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. While the service cost for each employee is targeted to remain level as a percentage of covered payroll, the service cost as a dollar amount would increase each year based on covered payroll. Additionally, the overall service cost may grow or shrink based on changes in the demographic makeup of the employees from year to year.

3. Total OPEB Liability and Net OPEB Liability

If actuarial assumptions are borne out by experience, the ROP will fully accrue retiree benefits by expensing an amount each year that equals the service cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the Total OPEB Liability. We calculated the Total OPEB Liability (TOL) as the APVPBP minus the present value of future service costs. To the extent that benefits are funded through a GASB 74 qualifying trust, the trust's Fiduciary Net Position (FNP) is subtracted to get the NOL. The FNP is the value of assets adjusted for any applicable payables and receivables as shown in the table on page 17.

Total OPEB Liability and Net OPEB Liability as of June 30, 2026 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active: Pre-65 Benefit	189,742	\$89,482	\$56,197	\$44,063
Active: Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$189,742	\$89,482	\$56,197	\$44,063
Retiree: Pre-65 Benefit	\$45,921	\$0	\$30,933	\$14,988
Retiree: Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$45,921	\$0	\$30,933	\$14,988
Subtotal: Pre-65 Benefit	\$235,663	\$89,482	\$87,130	\$59,051
Subtotal: Post-65 Benefit	\$0	\$0	\$0	\$0
Total OPEB Liability (TOL)	\$235,663	\$89,482	\$87,130	\$59,051
Fiduciary Net Position as of June 30, 2026	\$308,925			
Net OPEB Liability (NOL)	(\$73,262)			

4. "Pay As You Go" Projection of Retiree Benefit Payments

We used the actuarial assumptions shown in Appendix C to project the ROP's ten year retiree benefit outlay, including any implicit rate subsidy. Because these cost estimates reflect average assumptions applied to a relatively small number of participants, estimates for individual years are **certain** to be **inaccurate**. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the ROP's share of retiree health costs, including any implicit rate subsidy.

<i>Year Beginning</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
<i>July 1</i>				
2026	\$30,655	\$0	\$15,667	\$14,988
2027	\$17,990	\$0	\$16,174	\$1,816
2028	\$7,630	\$2,842	\$0	\$4,788
2029	\$13,133	\$5,475	\$0	\$7,658
2030	\$18,409	\$8,530	\$0	\$9,879
2031	\$11,458	\$11,458	\$0	\$0
2032	\$13,608	\$13,608	\$0	\$0
2033	\$6,249	\$0	\$6,249	\$0
2034	\$8,013	\$0	\$8,013	\$0
2035	\$10,813	\$0	\$10,813	\$0

G. Additional Reconciliation of GASB 75 Results

The following table shows the reconciliation of the June 30, 2025 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2026 NOL. For some plans, it will provide additional detail and transparency beyond that shown in the table on Page 4.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2025	\$245,473	\$268,124	(\$22,651)
Service Cost	\$19,045	\$0	\$19,045
Interest on Total OPEB Liability	\$13,967	\$0	\$13,967
Expected Investment Income	\$0	\$15,907	(\$15,907)
Administrative Expenses	\$0	(\$1,547)	\$1,547
Employee Contributions	\$0	\$0	\$0
Employer Contributions to Trust	\$0	\$0	\$0
Employer Contributions as Benefit Payments	\$0	\$40,508	(\$40,508)
Benefit Payments from Trust	\$0	\$0	\$0
Expected Benefit Payments from Employer	(\$40,508)	(\$40,508)	\$0
Expected Balance at June 30, 2026	\$237,977	\$282,484	(\$44,507)
Experience (Gains)/Losses	(\$4,495)	\$0	(\$4,495)
Changes in Assumptions	\$2,181	\$0	\$2,181
Changes in Benefit Terms	\$0	\$0	\$0
Investment Gains/(Losses)	\$0	\$26,441	(\$26,441)
Other	\$0	\$0	\$0
Net Change during 2026	(\$9,810)	\$40,801	(\$50,611)
Actual Balance at June 30, 2026*	\$235,663	\$308,925	(\$73,262)

* May include a slight rounding error.

Changes in the NOL arising from certain sources are recognized on a deferred basis. The deferral history for Coastline ROP is shown beginning on page 26. The following table summarizes the beginning and ending balances for each deferral item. The current year expense reflects the change in deferral balances for the measurement year.

Deferred Inflow/Outflow Balances Fiscal Year Ending June 30, 2026

	<i>Beginning Balance</i>	<i>Change Due to New Deferrals</i>	<i>Change Due to Recognition</i>	<i>Ending Balance</i>
Experience (Gains)/Losses	(\$434,261)	(\$4,495)	\$38,365	(\$400,391)
Assumption Changes	\$7,298	\$2,181	(\$1,641)	\$7,838
Investment (Gains)/Losses	(\$9,792)	(\$26,441)	\$7,351	(\$28,882)
Deferred Balances	(\$436,755)	(\$28,755)	\$44,075	(\$421,435)

The following table shows the reconciliation of Net Position (NOL less the balance of any deferred inflows or outflows). When adjusted for contributions, the change in Net Position is equal to the OPEB expense shown previously on page 5.

OPEB Expense Fiscal Year Ending June 30, 2026

	<i>Beginning Net Position</i>	<i>Ending Net Position</i>	<i>Change</i>
Net OPEB Liability (NOL)	(\$22,651)	(\$73,262)	(\$50,611)
Deferred Balances	(\$436,755)	(\$421,435)	\$15,320
Net Position	\$414,104	\$348,173	(\$65,931)
Adjust Out Employer Contributions			\$40,508
OPEB Expense			(\$25,423)

H. Procedures for Future Valuations

GASB 74/75 require annual measurements of liability with a full actuarial valuation required every two years. This means that for the measurement date one year following a full actuarial valuation, a streamlined “roll-forward” valuation may be performed in place of a full valuation. The following outlines the key differences between full and roll-forward valuations.

	Full Actuarial Valuation	Roll-Forward Valuation
Collect New Census Data	Yes	No
Reflect Updates to Plan Design	Yes	No
Update Actuarial Assumptions	Yes	Typically Not
Update Valuation Interest Rate	Yes	Yes
Actual Assets as of Measurement Date	Yes	Yes
Timing	4-6 weeks after information is received	1-2 weeks after information is received
Fees	Full	Reduced
Information Needed from Employer	Moderate	Minimal
Required Frequency	At least every two years	Each year, unless a full valuation is performed

The majority of employers use an alternating cycle of a full valuation one year followed by a roll-forward valuation the next year. However, a full valuation may be required or preferred under certain circumstances. Following are examples of actions that could cause the employer to consider a full valuation instead of a roll-forward valuation.

- The employer adds or terminates a group of participants that constitutes a significant part of the covered group.
- The employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- The employer considers or puts in place an early retirement incentive program.
- The employer desires the measured liability to incorporate more recent census data or assumptions.

We anticipate that the next valuation we perform for Coastline ROP will be a roll-forward valuation with a measurement date of June 30, 2027 which will be used for the fiscal year ending June 30, 2027. Please let us know if Coastline ROP would like to discuss whether another full valuation would be preferable based on any of the examples listed above.

PART III: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The ROP should carefully review these assumptions and methods to make sure they reflect the ROP's assessment of its underlying experience. It is important for Coastline ROP to understand that the appropriateness of all selected actuarial assumptions and methods are Coastline ROP's responsibility. Unless otherwise disclosed in this report, Foster & Foster believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 74 and 75, applicable actuarial standards of practice, Coastline ROP's actual historical experience, and Foster & Foster's judgment based on experience and training.

A. ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: GASB 74 and 75 require use of the entry age actuarial cost method.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The APVPBP and present value of future service costs are determined on a participant by participant basis and then aggregated.

SUBSTANTIVE PLAN: As required under GASB 74 and 75, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Coastline ROP regarding practices with respect to employer and employee contributions and other relevant factors.

B. ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.50% per year used for pension purposes. Actuarial standards require using the same rate for OPEB that is used for pension.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 5.95% per year net of expenses. This is based on assumed long-term return on employer assets. We used the “Building Block Method”. (See Appendix C, Paragraph 53 for more information). Our assessment of long-term returns for employer assets is based on long-term historical returns for surplus funds invested pursuant to California Government Code Sections 53601 et seq.

TREND: We assumed 4.00% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. Since benefits do not depend on salary (as they do for pensions), this assumption is only used to determine the accrual pattern of the Actuarial Present Value of Projected Benefit Payments.

FIDUCIARY NET POSITION (FNP): The following table shows the beginning and ending FNP numbers that were provided by Coastline ROP.

Fiduciary Net Position as of June 30, 2026

	<u>06/30/2025</u>	<u>06/30/2026</u>
Cash and Equivalents	\$0	\$0
Contributions Receivable	\$0	\$0
Total Investments	\$268,124	\$308,925
Capital Assets	\$0	\$0
Total Assets	<u>\$268,124</u>	<u>\$308,925</u>
Benefits Payable	<u>\$0</u>	<u>\$0</u>
Fiduciary Net Position	<u>\$268,124</u>	<u>\$308,925</u>

C. NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35). See Appendix C, Paragraph 52 for more information.

MORTALITY

<i>Participant Type</i>	<i>Mortality Tables</i>
Certificated	2024 CalSTRS Mortality
Classified	2025 CalPERS Mortality for Miscellaneous and Schools Employees

RETIREMENT RATES

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	Hired 2012 and earlier: 2024 CalSTRS 2.0%@60 Rates Hired 2013 and later: 2024 CalSTRS 2.0%@62 Rates
Classified	Hired 2012 and earlier: 2025 CalPERS 2.0%@55 Rates for Schools Employees Hired 2013 and later: 2025 CalPERS 2.0%@62 Rates for School Employees
Management	Hired 2012 and earlier: 2025 CalPERS 2.0%@55 Rates for Schools Employees Hired 2013 and later: 2025 CalPERS 2.0%@62 Rates for School Employees

COSTS FOR RETIREE COVERAGE

Retiree liabilities are based on actual retiree premium plus an implicit rate subsidy of 52.4% of non-Medicare medical premium. Liabilities for active participants are based on the first year costs shown below, which include the implicit rate subsidy. Subsequent years' costs are based on first year costs adjusted for trend and limited by any ROP contribution caps.

<i>Participant Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	Employer portion of premium: \$9,660 Implied rate subsidy: \$5,554	
Classified	Employer portion of premium: \$9,660 Implied rate subsidy: \$5,554	
Management	Employer portion of premium: \$9,660 Implied rate subsidy: \$5,554	

PARTICIPATION RATES

<i>Employee Type</i>	<i><65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	100%	
Classified	100%	

TURNOVER

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2024 CalSTRS Termination Rates
Classified	2025 CalPERS Turnover for School Employees

SPOUSE PREVALENCE

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS

We used aging factors from "Health Care Costs - From Birth to Death" prepared by Dale Yamamoto and published in 2013 by the Society of Actuaries as part of the Health Care Cost Institute's Independent Report Series - Report 2013-1.

PART IV: APPENDICES

APPENDIX A: DEMOGRAPHIC DATA BY AGE

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 25	2	1	1	0
25 – 29	6	2	4	0
30 – 34	5	2	3	0
35 – 39	6	5	0	1
40 – 44	6	3	3	0
45 – 49	3	1	1	1
50 – 54	1	0	1	0
55 – 59	1	1	0	0
60 – 64	1	0	0	1
65 and older	0	0	0	0
Total	31	15	13	3

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND SERVICE

	<i>Total</i>	<i>Under 5 Years of Service</i>	<i>5 – 9 Years of Service</i>	<i>10 – 14 Years of Service</i>	<i>15 – 19 Years of Service</i>	<i>20 – 24 Years of Service</i>	<i>25 – 29 Years of Service</i>	<i>30 – 34 Years of Service</i>	<i>Over 34 Years of Service</i>
Under 25	2	2							
25 – 29	6	6							
30 – 34	5	4	1						
35 – 39	6	5	1						
40 – 44	6	2	3	1					
45 – 49	3	2		1					
50 – 54	1				1				
55 – 59	1					1			
60 – 64	1					1			
65 and older	0								
Total	31	21	5	2	1	2	0	0	0

ELIGIBLE RETIREES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 50	0	0	0	0
50 – 54	0	0	0	0
55 – 59	0	0	0	0
60 – 64	3	0	1	2
65 – 69	0	0	0	0
70 – 74	0	0	0	0
75 – 79	0	0	0	0
80 – 84	0	0	0	0
85 – 89	0	0	0	0
90 and older	0	0	0	0
Total	3	0	1	2

APPENDIX B: ADMINISTRATIVE BEST PRACTICES

It is outside the scope of this report to make specific recommendations of actions Coastline ROP should take to manage the liability created by the current retiree health program. The following items are intended only to allow the ROP to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Coastline ROP's practices, it is possible that Coastline ROP is already complying with some or all of these suggestions.

- We suggest that Coastline ROP maintain an inventory of all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Coastline ROP should determine whether the benefit is material and subject to GASB 74 and/or 75.
- Under GASB 75, it is important to isolate the cost of retiree health benefits. Coastline ROP should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – ***even on a retiree-pay-all basis*** – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Coastline ROP should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Coastline ROP should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for ROP-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Coastline ROP's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Part III of this report for a summary of assumptions.) For example, Coastline ROP should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Coastline ROP to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

APPENDIX C: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES

This report does not necessarily include the entire accounting values. As mentioned earlier, there are certain deferred items that are employer-specific. The ROP should consult with its auditor if there are any questions about what, if any, adjustments may be appropriate.

GASB 74/75 include a large number of items that should be included in the Note Disclosures and Required Supplementary Information (RSI) Schedules. Many of these items are outside the scope of the actuarial valuation. However, following is information to assist the ROP in complying with GASB 74/75 disclosure requirements:

Paragraph 50: Information about the OPEB Plan

Most of the information about the OPEB plan should be supplied by Coastline ROP. Following is information to help fulfill Paragraph 50 reporting requirements.

50.c: Following is a table of plan participants

	Number of Participants
Inactive Employees Currently Receiving Benefit Payments	3
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments*	0
Participating Active Employees	31
Total Number of participants	34

*We were not provided with information about any terminated, vested employees

Paragraph 51: Significant Assumptions and Other Inputs

Shown in Part III.

Paragraph 52: Information Related to Assumptions and Other Inputs

The following information is intended to assist Coastline ROP in complying with the requirements of Paragraph 52.

52.b: Mortality Assumptions Following are the tables the mortality assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Mortality Table	2025 CalPERS Mortality for Miscellaneous and Schools Employees
Disclosure	The mortality assumptions are based on the 2025 CalPERS Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

Mortality Table	2025 CalPERS Retiree Mortality for Miscellaneous and Schools Employees
Disclosure	The mortality assumptions are based on the 2025 CalPERS Retiree Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

Mortality Table	2024 CalSTRS Mortality
Disclosure	The mortality assumptions are based on the 2024 CalSTRS Mortality table created by CalSTRS. CalSTRS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalSTRS analysis.

52.c: Experience Studies Following are the tables the retirement and turnover assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Retirement Tables

Retirement Table	2025 CalPERS 2.0%@55 Rates for Schools Employees
Disclosure	The retirement assumptions are based on the 2025 CalPERS 2.0%@55 Rates for Schools Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2025 CalPERS 2.0%@62 Rates for School Employees
Disclosure	The retirement assumptions are based on the 2025 CalPERS 2.0%@62 Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2024 CalSTRS 2.0%@60 Rates
Disclosure	The retirement assumptions are based on the 2024 CalSTRS 2.0%@60 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2024 CalSTRS 2.0%@62 Rates
Disclosure	The retirement assumptions are based on the 2024 CalSTRS 2.0%@62 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Tables

Turnover Table	2025 CalPERS Turnover for School Employees
Disclosure	The turnover assumptions are based on the 2025 CalPERS Turnover for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Table	2024 CalSTRS Termination Rates
Disclosure	The turnover assumptions are based on the 2024 CalSTRS Termination Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

For other assumptions, we use actual plan provisions and plan data.

52.d: The alternative measurement method was not used in this valuation.

52.e: NOL using alternative trend assumptions The following table shows the Net OPEB Liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation.

	Trend 1% Lower	Valuation Trend	Trend 1% Higher
Net OPEB Liability	(\$99,940)	(\$73,262)	(\$40,777)

Paragraph 53:

Discount Rate

The following information is intended to assist Coastline ROP to comply with Paragraph 53 requirements.

53.a: A discount rate of 5.95% was used in the valuation. The interest rate used in the prior valuation was 5.95%.

53.b: We assumed that all contributions are from the employer.

53.c: We used historic 28 year real rates of return for each asset class along with our assumed long-term inflation assumption to set the discount rate. We offset the expected investment return by investment expenses of 50 basis points.

53.d: The interest assumption does not reflect a municipal bond rate.

53.e: Not applicable.

53.f: Following is the assumed asset allocation and assumed rate of return for each.
PARS - Balanced HighMark PLUS

Asset Class	Percentage of Portfolio	Assumed Gross Return
All Equities	60.0000	7.2500
Long-Term Corporate Bonds	5.0000	4.2500
Intermediate-Term Government Bonds	30.0000	4.2500
Short-Term Gov't Fixed	5.0000	3.0000

We looked at rolling periods of time for all asset classes in combination to appropriately reflect correlation between asset classes. That means that the average returns for any asset class don't necessarily reflect the averages over time individually, but reflect the return for the asset class for the portfolio average. We used geometric means.

53.g: The following table shows the Net OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation.

	Discount Rate 1% Lower	Valuation Discount Rate	Discount Rate 1% Higher
Net OPEB Liability	(\$53,083)	(\$73,262)	(\$91,427)

Paragraph 55: **Changes in the Net OPEB Liability**

Please see reconciliation on pages 4 or 14.

Paragraph 56: **Additional Net OPEB Liability Information**

The following information is intended to assist Coastline ROP to comply with Paragraph 56 requirements.

56.a: The valuation date is June 30, 2026.

The measurement date is June 30, 2026.

56.b: We are not aware of a special funding arrangement.

56.c: Assumed rates of retirement, termination, and mortality have been updated to align with those currently being used by the statewide pension systems.

56.d: There were no changes in benefit terms since the prior measurement date.

56.e: Not applicable

56.f: To be determined by the employer

56.g: To be determined by the employer

56.h: Other than contributions after the measurement, all deferred inflow and outflow balances are shown on page 14 and in Appendix D

56.i: Future recognition of deferred inflows and outflows is shown in Appendix D

Paragraph 57: **Required Supplementary Information**

57.a: Please see reconciliation on pages 4 or 14. Please see the notes for Paragraph 244 below for more information.

57.b: These items are provided on pages 4 and 14 for the current valuation, except for covered payroll, which should be determined based on appropriate methods.

57.c: We have not been asked to calculate an actuarially determined contribution amount. We assume the ROP contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 28 years.

57.d: We are not aware that there are any statutorily or contractually established contribution requirements.

Paragraph 58: **Actuarially Determined Contributions**

We have not been asked to calculate an actuarially determined contribution amount. We assume the ROP contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 28 years.

Paragraph 244: **Transition Option**

Prior periods were not restated due to the fact that prior valuations were not rerun in accordance with GASB 75. It was determined that the time and expense necessary to rerun prior valuations and to restate prior financial statements was not justified.

APPENDIX D: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

EXPERIENCE GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Experience Gains and Losses
(Measurement Periods)

Measurement Period	Experience (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2025	2026	Amounts to be Recognized in OPEB Expense after 2026	2027	2028	2029	2030	2031	Thereafter
2019-20	(\$373,483)	16.6	(\$134,994)	(\$22,499)	(\$215,990)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$103,495)
2021-22	(\$195,577)	15.6	(\$50,148)	(\$12,537)	(\$132,892)	(\$12,537)	(\$12,537)	(\$12,537)	(\$12,537)	(\$12,537)	(\$70,207)
2023-24	(\$56,409)	18.6	(\$6,066)	(\$3,033)	(\$47,310)	(\$3,033)	(\$3,033)	(\$3,033)	(\$3,033)	(\$3,033)	(\$32,145)
2024-25	\$0	0	\$0	\$0	\$0						
2025-26	(\$4,495)	15.2	\$0	(\$296)	(\$4,199)	(\$296)	(\$296)	(\$296)	(\$296)	(\$296)	(\$2,719)
Net Increase (Decrease) in OPEB Expense			(\$191,208)	(\$38,365)	(\$400,391)	(\$38,365)	(\$38,365)	(\$38,365)	(\$38,365)	(\$38,365)	(\$208,566)

CHANGES OF ASSUMPTIONS

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Changes of Assumptions
(Measurement Periods)

Measurement Period	Changes of Assumptions	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2025	Amounts to be Recognized in OPEB Expense after 2026	2026	2027	2028	2029	2030	2031	Thereafter
2018-19	\$15,440	16.2	\$6,678	\$7,808	\$954	\$954	\$954	\$954	\$954	\$954	\$3,038
2019-20	\$99,502	16.6	\$35,970	\$57,537	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$27,562
2020-21	\$1,771	16.6	\$535	\$1,129	\$107	\$107	\$107	\$107	\$107	\$107	\$594
2021-22	(\$81,190)	15.6	(\$20,820)	(\$55,165)	(\$5,205)	(\$5,205)	(\$5,205)	(\$5,205)	(\$5,205)	(\$5,205)	(\$29,140)
2023-24	(\$6,570)	18.6	(\$708)	(\$5,508)	(\$354)	(\$354)	(\$354)	(\$354)	(\$354)	(\$354)	(\$3,738)
2024-25	\$0	0	\$0	\$0	\$0						
2025-26	\$2,181	15.2	\$0	\$2,037	\$144	\$144	\$144	\$144	\$144	\$144	\$1,317
Net Increase (Decrease) in OPEB Expense			\$21,655	\$7,838	\$1,641	\$1,641	\$1,641	\$1,641	\$1,641	\$1,641	(\$367)

INVESTMENT GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Investment Gains and Losses
(Measurement Periods)

Measurement Period	Investment (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2025	Amounts to be Recognized in OPEB Expense after 2026	2026	2027	2028	2029	2030	2031	Thereafter
2021-22	\$4,527	5	\$3,624	\$0	\$903						
2022-23	(\$1,279)	5	(\$768)	(\$255)	(\$256)	(\$255)					
2023-24	(\$3,244)	5	(\$1,298)	(\$1,297)	(\$649)	(\$649)	(\$648)				
2024-25	(\$10,298)	5	(\$2,060)	(\$6,178)	(\$2,060)	(\$2,060)	(\$2,060)	(\$2,058)			
2025-26	(\$26,441)	5	\$0	(\$21,152)	(\$5,289)	(\$5,289)	(\$5,289)	(\$5,289)	(\$5,285)		
Net Increase (Decrease) in OPEB Expense			(\$502)	(\$28,882)	(\$7,351)	(\$8,253)	(\$7,997)	(\$7,347)	(\$5,285)	\$0	\$0

APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non*-actuary understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service. The only actuarial cost method allowed under GASB 74/75 is the entry age actuarial cost method.
<u>Actuarial Present Value of Projected Benefit Payments:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation or measurement date.
<u>Deferred Inflows/Outflows of Resources:</u>	A portion of certain items that can be deferred to future periods or that weren't reflected in the valuation. The former includes investment gains/losses, actuarial gains/losses, and gains/losses due to changes in actuarial assumptions or methods. The latter includes contributions made to a trust subsequent to the measurement date but before the statement date.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower service costs and total OPEB liability.
<u>Fiduciary Net Position:</u>	Net assets (liability) of a qualifying OPEB "plan" (i.e. qualifying irrevocable trust or equivalent arrangement).
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees and the employer is expected, in the long run, to pay the underlying cost of retiree benefits.
<u>Measurement Date:</u>	The date at which assets and liabilities are determined in order to estimate TOL and NOL.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Liability (NOL):</u>	The Total OPEB Liability minus the Fiduciary Net Position.
<u>OPEB Benefits:</u>	Other Post Employment Benefits. Generally, medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>OPEB Expense:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Service Cost plus interest on the Total OPEB Liability (TOL) plus change in TOL due to plan changes minus projected investment income; all adjusted to reflect deferred inflows and outflows of resources.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower service cost and a TOL. The participation rate often is related to retiree contributions.

<u>Pay As You Go Cost:</u>	The projected benefit payments to retirees in a given year as estimated by the actuarial valuation. Actual benefit payments are likely to differ from these estimated amounts. For OPEB plans that do not pre-fund through an irrevocable trust, the Pay As You Go Cost serves as an estimated amount to budget for annual OPEB payments.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with the service requirement to reflect both age and length of service). The more likely employees are to retire early, the higher service costs and actuarial accrued liability will be.
<u>Service Cost:</u>	The annual dollar value of the “earned” portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.
<u>Service Requirement:</u>	The proportion of retiree benefits payable under the OPEB plan, based on length of service and, sometimes, age. A shorter service requirement increases service costs and TOL.
<u>Total OPEB Liability (TOL):</u>	The amount of the actuarial present value of projected benefit payments attributable to participants’ past service based on the actuarial cost method used.
<u>Trend Rate:</u>	The rate at which the employer’s share of the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher service costs and TOL.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce service costs and TOL.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined by means of an actuarial valuation. Under GASB 74 and 75, the valuation date does not have to coincide with the statement date, but can’t be more than 30 months prior.

TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: October 16, 2026

SUBJECT: Orange County Probation – Theatre Arts and Music Instructional Services Contract

Background and Rationale

Coastline Regional Occupational Program has been selected by the County of Orange Probation Department to provide Theatre Arts and Music Instructional Services for youth served by the department. The program will provide introductory theatre arts, drama, acting, and music instruction designed to foster creativity, communication, collaboration, self-confidence, resilience, and positive personal development.

Coastline ROP will provide instructors, curriculum, and lesson plans for approximately 10–20 students per cohort. Cohorts will run approximately 10–12 weeks and include three one-hour instructional sessions per week, culminating in a theatre performance or staged showcase. The contract will begin upon execution and continue for three years, with the option for two additional one-year renewals.

Financial Implications

The County of Orange will compensate Coastline ROP at a rate of \$235.81 per hour, with up to \$7,000 per year for materials and supplies. The total contract amount will not exceed \$150,000 per year.

Recommendation

It is respectfully recommended that the Board of Trustees approve Contract MA-057-26010412 between Coastline ROP and the County of Orange for Theatre Arts and Music Instructional Services.

Contract MA-057-26010412
For
Theatre Arts and Music Instructional Services
Between
Probation
And
Coastline ROP



**MA-057-26010412
BETWEEN
COUNTY OF ORANGE
AND
COASTLINE ROP
FOR
Theatre Arts and Music Instructional Services**

This Contract MA-057-26010412 for Theatre Arts and Music Instructional Services (“Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California (“County”), and Coastline ROP (“Contractor”), with County and Contractor sometimes referred to as Party or collectively as Parties.

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – Scope of Work

Attachment B – Payment and Compensation

Attachment C - Juvenile Court Administrative Orders of the Orange County Superior Court

Attachment D - CLETS Private Contractor Management Control Agreement

Attachment E - Prison Rape Elimination Act Tri-Fold

Attachment F - Prison Rape Elimination Act Statement

EXHIBITS

Exhibit 1 - FBI Criminal Justice Information Services Security Addendum

Exhibit 2 - CLETS Employee Volunteer Statement Form

Exhibit 3 - Confidentiality of Cori Information

Exhibit 4 - Employee Acknowledgment of Employer Form

RECITALS

WHEREAS, Contractor and County are entering into this Contract for Theatre Arts and Music Instructional Services under a firm fixed fee Contract; and,

WHEREAS, County solicited Contract for Theatre Arts and Music Instructional Services as set forth herein, and Contractor represented that it is qualified to provide Theatre Arts and Music Instructional Services to the County as further set forth here; and,

WHEREAS, Contractor agrees to provide Theatre Arts and Music Instructional Services to the County as further set forth in the Scope of Work, attached hereto as Attachment A; and,

WHEREAS, County agrees to pay Contractor based on the schedule of fees set forth in Payment/Compensation, attached hereto as Attachment B; and,

NOW, THEREFORE, the Parties mutually agree as follows:

GENERAL TERMS AND CONDITIONS

1. Governing Law and Venue:

This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.

2. Entire Contract:

This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Procurement Agent or designee.

3. Amendments:

No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.

4. Taxes:

Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to Contractor.

5. Delivery:

Time of delivery of commodities and services is of the essence in this Contract. County reserves the right to refuse any commodities and services and to cancel all or any part of the commodities not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed scope of work. Acceptance of any part of the order for commodities shall not bind County to accept future shipments nor deprive it of the right to return commodities already accepted at Contractor's expense. Over shipments and under shipments of commodities shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all commodities or services have actually been received and accepted in writing by County.

6. Acceptance Payment:

Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the commodities/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.

7. Warranty:

Contractor expressly warrants that the commodities covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnitees as identified in the Insurance and Indemnification section, and as more fully described in the Insurance and Indemnification section harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

8. Patent/Copyright Materials/Proprietary Infringement:

Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in the Insurance and Indemnification section, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney's fees.

9. Assignment:

The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.

10. Non-Discrimination:

In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.

11. Termination:

In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of Contractor. Exercise by County of its right to terminate Contract shall relieve County of all further obligation.

12. Consent to Breach Not Waiver:

No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

13. Independent Contractor:

Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.

14. Performance Warranty:

Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other commodities/services furnished by Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.

15. Changes:

Contractor shall make no changes in the work or perform any additional work without County's specific written approval.

16. Change of Ownership/Name, Litigation Status, Conflicts with County Interests:

Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to, establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

17. Force Majeure:

Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.

18. Confidentiality:

Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.

19. Compliance with Laws:

Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of the Insurance and Indemnification section, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

Contractor shall remain in compliance and in good standing, maintaining current and active business entity and/or nonprofit registration status, with all applicable federal, state and local registration requirements at the time of execution of the contract through the duration of the term of the Contract, and shall provide annual confirmation of current and active status to County through the term of the Contract.

20. Freight:

Prior to County's express acceptance of delivery of products. Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under Contract.

21. Severability:

If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

22. Attorney Fees:

In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.

23. Interpretation:

This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.

24. Employee Eligibility Verification:

Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

25. Audits/Inspections:

Contractor agrees to permit County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation,

including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of Contract including, but not limited to, the costs of administering Contract. County will provide reasonable notice of such an audit or inspection.

County reserves the right to audit and verify Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should Contractor cease to exist as a legal entity, Contractor's records pertaining to this Contract shall be forwarded to County's project manager.

26. Contingency of Funds:

Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

27. Expenditure Limit:

Contractor shall notify County of Orange assigned Deputy Procurement Agent in writing when the expenditures against Contract reach 75 percent of the dollar limit on Contract. County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on Contract unless a change order to cover those costs has been issued.

28. California Public Records Act:

Contractor and County agree and acknowledge that all information and documents related to the award and performance of this Contract may be subject to disclosure pursuant to the California Public Records Act, California Government Code Section 7920.000 et seq. Contractor shall not respond to any California Public Records Act request directed at County; all responses shall be handled by County.

INDEMNIFICATION AND INSURANCE PROVISIONS

1. Indemnification

Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of

competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment. Notwithstanding anything stated above, nothing contained herein shall relieve Contractor of any insurance requirements of obligations created elsewhere in this Contract.

2. General Insurance Requirements

Prior to the provision of services under this Contract, the Contractor agrees to carry all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage current, provide Certificates of Insurance, and endorsements to the County during the entire term of this Contract.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIR)'s shall be clearly stated on the Certificate of Insurance. Any SIR in excess of Fifty Thousand Dollars \$50,000 shall specifically be approved by the County's Risk Manager, or designee. The County reserves the right to require current audited financial reports from Contractor. If Contractor is self-insured, Contractor will indemnify the County for any and all claims resulting or arising from Contractor's services in accordance with the indemnity provision stated in this contract.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below.

Increased insurance limits may be satisfied with Excess/Umbrella policies. Excess/Umbrella policies when required must provide Follow Form coverage.

All insurance policies required by this Contract shall waive all rights of subrogation against the **County of Orange, its elected and appointed officials, officers, employees, and agents** when acting within the scope of their appointment or employment.

Contractor shall provide thirty (30) days prior written notice to the County of any policy cancellation or non-renewal and ten (10) days prior written notice where cancellation is due to non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Procurement or the agency/department procurement division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not provide acceptable Certificates of Insurance and endorsements to County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

3. Commercial General Liability

Minimum limits and coverage

\$1,000,000 per occurrence; \$2,000,000 aggregate

Required Coverage Forms

The Commercial General Liability coverage shall be written on occurrence basis utilizing Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- A. An Additional Insured endorsement using ISO form CG 20 26 04 13, or a form at least as broad naming the County of Orange its elected and appointed officials, officers, employees, and agents as Additional Insureds, or provide blanket coverage, which will state As Required by Written Contract.
- B. A primary non-contributory endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary, and any insurance or self-insurance maintained by the County shall be excess and non-contributing.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

4. **Automobile Liability including coverage for owned, non-owned and hired vehicles**

Minimum limits and coverage

\$1,000,000 combined Single Limit

Required Coverage Forms

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

5. **Workers' Compensation**

Minimum limits and coverage

Statutory

Required Endorsements

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the *County of Orange, its elected and appointed officials, officers, agents, and employees* or provide blanket coverage, which will state *As Required by Written Contract*.

6. **Employers Liability Insurance**

Minimum limits and coverage

\$1,000,000 per accident or disease

ADDITIONAL TERMS AND CONDITIONS

1. **Scope of Contract:**

This Contract specifies contractual terms and conditions by which County will procure Theatre Arts and Music Instructional Services Items from Contractor as further detailed in the Scope of Work, identified and incorporated herein by this reference as "Attachment A".

2. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures and continue for three (3) calendar years from that date, unless otherwise terminated by County.

3. **Renewal:**

This Contract may be renewed by mutual written agreement of both Parties for 2 (two) additional 1 (one) year terms. The County does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.

4. **Adjustments – Scope of Work:**

No adjustments made to the Scope of Work will be authorized without prior written approval of County assigned Deputy Procurement Agent (DPA).

5. Bills and Liens:

Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of Article "Indemnification" above, indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.

6. Breach of Contract:

The failure of Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

- A. Terminate Contract immediately, pursuant to the General Terms and Conditions section, "Termination" Article herein;
- B. Afford Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
- C. Discontinue payment to the Contractor for and during the period in which Contractor is in breach; and
- D. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to the above.

7. Civil Rights:

Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.

8. Conflict of Interest – Contractor's Personnel:

Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of County. This obligation shall apply to Contractor, Contractor's officers, directors, employees, agents, and subcontractors associated with accomplishing work and services hereunder. Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers from acting in the best interests of County.

Contractor shall notify County, in writing, of any potential or actual conflicts of interest between Contractor and County that may arise prior to, or during the period of, Contract performance, including, but not limited to, whether any known County public officer's child is an officer or director of, or has an ownership interest of ten (10) percent or more in, Contractor. While Contractor will be required to provide this information without prompting from County any time there is a change regarding conflict of interest, Contractor must also provide an update to County upon request by County.

9. Conflict of Interest – County Personnel:

County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. Contractor shall not, during the period of this Contract, employ any County employee for any purpose.

10. W-9/W-8 Requirements:

Department of the Treasury, Internal Revenue Service Form W-9 Requirement:

Effective June 3, 2006, all Contractors, entering into a contract with the County, who are not already established in the County Financial System as an Auditor-Controller Vendor, will be required to submit to the County a federal Form W-9, or form W-8 for foreign vendors. The County will inform the Contractor, at the time of award, if the Form W-9, or W-8, will be required.

- A. In order to comply with this County requirement, within ten days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to the contract administrator, the County DPA, the required W-9 or W-8. *Out of State Vendors may be required to submit a 587/590 Form.*

11. Contractor's Project Manager and Key Personnel:

Contractor shall appoint a Project Manager to direct Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by County and shall not be changed without the written consent of County's Project Manager, which consent shall not be unreasonably withheld.

Contractor's Project Manager shall be assigned to this project for the duration of Contract and shall diligently pursue all work and services to meet the project time lines. County's Project Manager shall have the right to require the removal and replacement of Contractor's Project Manager from providing services to County under this Contract. County's Project manager shall notify Contractor in writing of such action. Contractor shall accomplish the removal within five (5) business days after written notice by County's Project Manager. County's Project Manager shall review and approve the appointment of the replacement for Contractor's Project Manager. County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under Contract.

12. Contractor Personnel – Reference Checks:

Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.

13. Contractor's Expense:

The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract. The County will not provide free parking for any service in the County Civic Center.

14. Contractor Personnel – Uniform/Badges/Identification:

Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility under this Contract. All Contractor's employees shall be required to wear uniforms, badges, or other means of identification which are to be furnished by Contractor and must be worn at all times while working on County property. The assigned Deputy Procurement Agent must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

15. Contractor's Records:

Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three (3) years after final payment is received from County. Storage of records in another county will require written approval from County of Orange assigned Deputy Procurement Agent.

16. Conditions Affecting Work:

Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to County. County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by County are expressly stated in Contract.

17. Cooperative Contract:

This Contract is a cooperative contract and may be utilized by all County of Orange departments.

The provisions and pricing of this Contract may be extended, at the option of Contractor, to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit or governmental organization (the "Cooperative Program"). Parties in a Cooperative Program wishing to use this Contract will be responsible for issuing their own purchase documents / price agreements, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any agreement entered into with another agency or entity that is entered into pursuant to the provisions and pricing of this Contract a clause that binds the parties to the agreement to "indemnify, defend with counsel approved in writing by the County of Orange, California ("County"), and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided" under the agreement.. Failure to so include this clause voids the Contract's extension to a Cooperative Program and will be considered a material breach of this Contract and grounds for immediate Contract termination. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. The County of Orange makes no guarantee of usage by other users of this Contract.

As a cost-recovery mechanism for County, a 2 percent administrative rebate on total sales from all subordinate contracts will be paid to the County for any contracts the Contractor agrees to enter into with another agency or entity, other than the County of Orange or a department thereof, under the provisions and pricing of this Contract. The County has partnered with Pavilion, a third-party administrator, responsible for managing all reporting and payments under this Cooperative Program. The Contractor shall provide quarterly Volume Sales Reports about additional sales to other entities under the provisions and pricing of this Contract. The Reports shall include the ordering agency, detail of items sold including description, quantity, and price, and shall include all transactions pertaining to sales under the Contract provisions and pricing for that Reporting Period. Contractor shall provide the Volume Sales Reports regardless of whether or not any sales have been conducted. Failure of the Contractor to provide quarterly reports as required may be deemed by the County as a material breach of the Contract. A late penalty of 15 percent on the value of the rebate may be assessed to the Contractor for each month the payments are not received.

Subordinate contracts must be executed prior to the expiration or earlier termination of this Contract and may survive the expiration of this Contract. This Cooperative Contract provision shall survive expiration or termination of this Contract.

18. Debarment:

Contractor shall certify that neither Contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where Contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, Contractor must include an explanation with the bid/proposal. Debarment pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid/proposal being deemed non-responsible.

19. Data – Title To:

All materials, documents, data or information obtained from County data files or any County medium furnished to Contractor in the performance of this Contract will at all times remain the property of County. Such data or information may not be used or copied for direct or indirect use by Contractor after completion or termination of this Contract without the express written consent of County. All materials, documents, data or information, including copies, must be returned to County at the end of this Contract.

20. Default – Re-Procurement Costs:

In case of Contract breach by Contractor, resulting in termination by County, County may procure the commodities and services from other sources. If the cost for those commodities and services is higher than under the terms of the existing Contract, Contractor will be responsible for paying County the difference between Contract cost and the price paid, and County may deduct this cost from any unpaid balance due Contractor. The price paid by County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.

21. Disputes – Contract:

The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's Project Manager and the County's Project Manager, as specified in

Article titled "Notices" below, such matter shall be brought to the attention of the County DPA by way of the following process:

- A. The Contractor shall submit to the agency/department assigned Deputy Procurement Agent a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Contract, unless County, on its own initiative, has already rendered such a final decision.
- B. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to Contract, Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects Contract adjustment for which Contractor believes County is liable.

Pending the final resolution of any dispute arising under, related to, or involving this Contract, Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of commodities and/or provision of services. Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of County shall be expressly identified as such, shall be in writing, and shall be signed by County Deputy Procurement Agent or his designee. If County fails to render a decision within 90 days after receipt of Contractor's demand, it shall be deemed a final decision adverse to Contractor's contentions. Nothing in this section shall be construed as affecting County's right to terminate Contract for cause or termination for convenience as stated in Article "Termination" herein.

22. Drug-Free Workplace:

Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. Contractor will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
- B. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace
 - 3. Any available counseling, rehabilitation and employee assistance programs; and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
 - 1. Will receive a copy of the company's drug-free policy statement; and

2. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

D. Failure to comply with these requirements may result in suspension of payments under Contract or termination of Contract or both, and Contractor may be ineligible for award of any future County contracts if County determines that any of the following has occurred:

1. Contractor has made false certification, or
2. Contractor violates the certification by failing to carry out the requirements as noted above.

23. EDD Independent Contractor Reporting Requirements:

Effective January 1, 2001, County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a “service provider” to whom County pays \$600 or more or with whom County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department website located at http://www.edd.ca.gov/Employer_Services.htm

The failure of Contractor to timely submit the requested data shall constitute a material breach and grounds for termination of this Contract.

24. Error and Omissions:

All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Project Manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary, and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor’s reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by the Contractor after County approval thereof, County approval of Contractor’s reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.

25. Equal Employment Opportunity:

Contractor shall comply with U.S. Executive Order 11246 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

26. Headings:

The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and articles, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

27. Lobbying:

On the best information and belief, Contractor certifies no federal appropriated funds have been paid or will be paid by, or on behalf of, the Contractor to any person influencing or attempting to influence an officer or employee of Congress; or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract.

28. News/Information Release:

Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from County through County's Project Manager.

29. Precedence:

Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among Contract documents, the order of precedence shall be the provisions of the main body

of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.

30. Substitutions:

The Contractor is required to meet all specifications and requirements contained herein. No substitutions will be accepted without prior County written approval.

31. Subcontracting:

No performance of this Contract or any portion thereof may be subcontracted or otherwise delegated by Contractor, in whole or in part, without first obtaining the prior express written consent of County. Any attempt by Contractor to subcontract or delegate any performance of this Contract without the prior express written consent of County shall be invalid and shall constitute a material breach of this Contract, and any attempted assignment or delegation in derogation of this paragraph shall be void.

In the event that Contractor is authorized by County to subcontract, this Contract shall take precedence over the terms of the agreement between Contractor and subcontractor, and any agreement between Contractor and a subcontractor shall incorporate by reference the terms of this Contract. Contractor shall remain responsible for the performance of this Contract and indemnification of County notwithstanding the County's consent to Contractor's request for approval of a subcontractor. Under no circumstances shall County be required to directly monitor the performance of any subcontractor. All work performed by a subcontractor must be monitored by Contractor and must meet the approval of the County of Orange pursuant to the terms of this Contract.

32. Termination – Orderly:

After receipt of a termination notice from County of Orange, Contractor may submit to County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by County upon written request of Contractor. Upon termination County agrees to pay Contractor for all services performed prior to termination which meet the requirements of Contract, provided, however, that such compensation combined with previously paid compensation shall not exceed the total compensation set forth in Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of performance of Contract.

33. Usage:

No guarantee is given by County to Contractor regarding usage of this Contract. Usage figures, if provided, are approximations. Contractor agrees to supply services and/or commodities requested, as needed by County of Orange, at rates/prices listed in Contract, regardless of quantity requested.

34. Usage Reports:

Contractor shall submit usage reports on an annual basis to the assigned Deputy Procurement Agent of County of Orange user agency/department. The usage report shall be in a format specified by the user agency/department and shall be submitted 90 days prior to the expiration date of Contract term, or any subsequent renewal term, if applicable.

35. Reports/Meetings:

The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this contract. The County's project manager and the Contractor's project manager will meet on reasonable notice to discuss the Contractor's performance and progress under this contract. If requested, the Contractor's project manager and other project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this contract.

36. Project Manager, County:

The County shall appoint a Project Manager to act as liaison between the County and the Contractor during the term of this Contract. The County's Project Manager shall coordinate the activities of the County staff assigned to work with the Contractor.

The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager and key personnel. The County's Project Manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within three (3) business days after written notice from the County's Project Manager. The County's Project Manager shall review and approve the appointment of the replacement for the Contractor's Project Manager and key personnel. Said approval shall not be unreasonably withheld. The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under the Contract.

37. Mandatory Kick-Off Meeting:

Upon award of the contract, the awarded vendor(s) may be required to attend a mandatory kick-off meeting with County representatives to discuss important information related to the scope of work, the contract, and the invoice payment process. A quarterly check-in meeting may be required to review any issues with the contract.

38. Permits and Licenses:

Contractor shall be required to obtain any and all approvals, permits and/or licenses which may be required in connection with the permitted operation as set out herein. No permit approval or consent given hereunder by County in its governmental capacity shall affect or limit Contractor's obligations hereunder, nor shall any approvals or consents given by County as a party to this Contract, be deemed approval as to compliance or conformance with applicable governmental codes, laws, ordinances, rules, or regulations.

39. Notices:

Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned DPA, except through the course of the Parties' Project Managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All

communications shall be addressed to the appropriate party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor:	Coastline ROP
Attn:	Gina Escobar
Address:	1001 Presidio Square Costa Mesa, CA 92626
Phone:	714-429-2234
Email:	Gescobar@coastlinerop.org

County's Project Manager: Probation	
Attn:	Kevin Moore
Address:	331 The City Drive Orange, CA 92868
Phone:	714-935-7593
Email:	Kevin.Moore@prob.oc.gov

cc: Probation/Procurement Services	
Attn:	Michael Macias, County DPA
Address:	1055 N. Main Street, 5th Floor Santa Ana, CA 92701
Phone:	714-645-7009
Email:	Michael.Macias@prob.oc.gov

ADDITIONAL TERMS AND CONDITIONS - PROBATION

1. CONTRACTOR BACKGROUND CLEARANCE:

At least thirty (30) days prior to the start of the Contract, or as soon as possible thereafter, Contractor shall email a list of current employees who will be assigned to perform services under this Contract to: Prob-ContractBackgrounds@prob.oc.gov and carbon copy to Prob-Purchasing-Contracts@prob.oc.gov, so that Probation can conduct background investigations of the Contractor and Contractor's employees as required by this Contract. While Background Clearance may be denied for many reasons based on information obtained in a background investigation, an omission or false statement made by the employee, regardless of the nature or magnitude of the omission or false statement, may also be grounds for denying Background Clearance.

Within thirty (30) days of separation of any approved employee who leaves Contractor's employment, Contractor shall notify Probation of such separation, by email to Prob-ContractBackgrounds@prob.oc.gov and carbon copy to Prob-Purchasing-Contracts@prob.oc.gov.

All Contractor and Contractor Employees assigned under this Contract are required to receive prior background clearance from Probation before providing any services. A representative from Probation's Background Unit will notify the Contractor as to whether or not each employee has passed background. If Contractor or Contractor's employee is denied Background Clearance, neither the County nor Probation will provide a reason for the denial to the Contractor or to the employee.

2. PROBATION BACKGROUND INVESTIGATION:

Probation shall conduct a background investigation on Contractor's employees identified as assigned to perform services under this Contract and Contractor Background Clearance above. The background investigation may include, but shall not be limited to, an interview, fingerprinting, completion of a personal history statement and pre-investigative questionnaire, verification of education and prior employment history, and a criminal record check with the Department of Justice. The Department of Justice will notify Probation of any subsequent arrests and/or convictions of any of Contractor's employees approved to perform services under this Contract.

Contractor and Contractor's employees must pass Probation's background investigation process and meet all requirements as set forth below:

- A. Background Clearances will remain active until the Contract expires or employment is terminated.
- B. No employee shall be assigned to perform the work under this Contract that has not received prior security clearance from Probation.
- C. Contractor is responsible for ensuring that anytime an employee is assigned to perform work pursuant to this Contract that a Background Clearance request is submitted and approved in accordance with Contractor Background Clearance above, prior to that employee requiring access to such premises for providing services under this Contract. -

- D. Background investigation information shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying Background Clearance.
- E. Contractor's employees assigned to perform services under this Contract will be required to complete the following forms as part of the Probation Background Process: FBI Criminal Justice Information Services Security Addendum (CJIS), Employee/Volunteer Statement Form, Confidentiality of Criminal Offender Record Information (CORI), Employee Acknowledgement of Employer form, Prison Rape Elimination Act (PREA), California Law Enforcement Telecommunications Systems (CLETS) and Federal Bureau of Investigation Criminal Justice Information Services Security Addendum Certification. These are Department requirements and federal mandates and are not optional. Required forms will be sent to the Contractor's employee prior to the background Clearance appointment. An email notification from Probation's Background Unit will be sent annually for cleared employees to the respective Contractor with detailed instructions on how to complete the required forms. Any cleared employee who does not complete this process shall have their Background security Clearance revoked and shall be denied access to all Probation Department facilities and/or area offices. All forms will be sent to Contractor's employee prior to background investigation appointment.
- F. Contractor shall sign the Prison Rape Elimination Act (PREA) Statement (attached hereto as Attachment F and the California Law Enforcement Telecommunications System (CLETS) Private Contractor Management Control Agreement (attached hereto as Attachment D in order to provide Contractor access to such information as may be needed to perform services under this Contract, provided it is understood Contractor will not have access to the CLETS system itself. Based on the level of CLETS access granted, Contractor may be required to complete CLETS National Crime Information (NCIC) training.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date following their respective signatures.

Coastline ROP

If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth.

- The first corporate officer signature must be one of the following: 1) Chairman of the Board, 2) President, 3) Vice President; and
- The second corporate officer signature must be one of the following: 1) Secretary, 2) Assistant Secretary, 3) Chief Financial Officer, 4) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

Signature	Name	Title	Date

Signature	Name	Title	Date

COUNTY OF ORANGE, a political subdivision of the State of California

COUNTY AUTHORIZED SIGNATURE:

		Deputy Procurement Agent	
Signature	Name	Title	Date

ATTACHMENT A - SCOPE OF WORK

INTRODUCTION/BACKGROUND

Senate Bill (SB) 823, also known as the “Juvenile Justice Realignment” was signed into law by Governor Gavin Newsom on September 30, 2020. This historic legislation mandates the phased closure of California’s Department of Juvenile Justice (DJJ) and transfers to counties the responsibilities over custody, treatment, and supervision of youth adjudicated for serious and/or violent offenses under Welfare and Institutions Code § (WIC) 707(b).

SB 823 established the following: a Juvenile Justice Realignment Block Grant to support counties’ programming, supervision and services to support and rehabilitate youth realigned from DJJ and eligible WIC § 707(b) youth; created the Office of Youth and Community Restoration (OYCR), a new state agency under California’s Health and Human Services Agency, to provide oversight and accountability of the realigned system; raised the age of local jurisdiction and confinement to age twenty-five (25) for serious cases/WIC 707 (b) offenses; and established a new sentencing track for the realigned population.

On February 25, 2021, the Orange County Juvenile Justice Coordinating Council (OCJJCC) approved changes to its bylaws to include the creation of the OCJJCC’s SB 823 Subcommittee, which was tasked with drafting a plan to address the needs of youth within the target population. On May 27, 2022, the OCJJCC approved the Juvenile Justice Realignment Plan created by the SB 823 Subcommittee. The approved plan included an evaluation component to measure the effectiveness of SB 823 programs and services. The county’s plan was reviewed, updated and approved by the OCJJCC’s SB 823 Subcommittee on May 25, 2023. The 23/24 plan was submitted to the OYCR and was accepted without any requested modifications.

Other youth who are not WIC § 707(b) offenders but are under the supervision of or housed by the Probation Department may also be eligible for the services described in this scope of work.

Probation in its sole discretion, will determine the population to be served by this agreement. Probation shall refer youth to Contractor and Contractor shall provide the services in this agreement to the referred youth.

Contractor recognizes the nature of the work in a secured facility and assumes and accepts all risk of personal harm, bodily injury, death and/or damage to property. Contractor agrees that the County will not be liable for any such harm, injury, death and/or damage that may occur at the secured facility. Contractor shall ensure that its staff are aware of and adhere to Probation’s security procedures and relevant policies at all times.

OBJECTIVE

The objective is to develop and deliver introductory Theatre Arts and Music Instructional Services. The services will serve participants (incarcerated youth from underserved populations) and focus on foundational acting, drama skills and Music Instructional Services. The training should foster creativity, communication, collaboration, and positive personal development through structured artistic expression.

POPULATION

As of October 29, 2024, Orange County Probation was serving a total 400 youth pending or adjudicated for serious and/or violent offenses under Welfare and Institutions Code § (WIC) 707(b). The majority were male and Hispanic. Nearly 60% were 14 to 17 years old.

As of October 29, 2024, 25.3% of pending/active SB823 youth were in custody at one of Probation's facilities – Juvenile Hall, Youth Guidance Center or Youth Leadership Academy. The remaining 74.7% were supervised in the community by OC Probation.

In calendar year (CY) 2023, OC Probation served 300 active SB823 youth. Two hundred six (206) SB823 youth out of the 300 CY2023 SB823 youth have either completed or are serving a court-ordered commitment; 94 were not ordered commitment time. For these 206 youth with commitments, they had a total of 239 petitions containing at least one 707(b) offense where a commitment was ordered.

The average commitment length was 299 days. Approximately 33% of commitments were 90 days or less. Approximately 23% of the commitments ordered were one year or longer, and the longest commitment time was 5,113 days.

Additionally, other youth supervised or housed by the Probation Department may qualify for services described in this scope of work.

CONTRACTOR RESPONSIBILITIES

1. Provide teaching instructor(s) to coach and mentor the youth/young adults in Theatre Arts and Music Instructional Services.
2. Program Details (per discipline):
 - A. Class size: approximately 10-20 youth per cohort.
 - B. Three rehearsal sessions per week. Days of the week shall be mutually agreed upon between Contractor and County.
 - C. Rehearsal sessions to be one hour each.
 - D. One cohort to run at a time and shall be approximately 10-12 weeks in length.
 - E. Each cohort shall conclude with a 30 to 45-minute theatre performance or staged showcase presented to peers, staff and/or invited family members (as permitted by facility guidelines).
 - F. Must align with the youth and facility schedules, including evenings and weekend options.
 - G. Cohort rehearsals will be at one of the sites referenced in "Probation Responsibilities, 1." below, with the final performance/showcase at the Multipurpose Rehabilitation Center.
 - H. Create curriculum and lesson plans aligned with Theatre Arts and Music Instruction Services.
 - I. Collaborate with Probation to review program outcomes, participant feedback and scheduling considerations to prepare for the next cohort cycle.
3. Programs for Instruction:
 - A. **Theatre Arts/Drama/Acting Services Program:**
 - a) Voice Projection and Dictation

- b) Character Development
- c) Stage Presence and movement
- d) Improvisation
- e) Script Analysis
- f) Memorization Techniques
- g) Ensemble Collaboration
- and

B. Music Instruction Services Program:

- a) Proper instrument technique and posture
- b) Tone Production
- c) Rhythm and Timing
- d) Basic Music Notation Reading
- e) Listening Skills
- f) Ensemble Collaboration (if group-based)

4. Through active participation, youth/young adults will be exposed to Theatre Arts and Music Instructional Services and be given a creative outlet to learn new life skills such as:

- A. Public Speaking
- B. Teamwork
- C. Collaboration
- D. Self-Confidence
- E. Resilience
- F. Healthy risk-taking
- G. Commitment and perseverance
- H. Relationship building

PROBATION RESPONSIBILITIES

Probation shall:

1. Provide County space to Contractor for the provision of Theatre Arts and/or Music Instructional Services under this Contract. Sites include Juvenile Hall 331 The City Drive South, Orange; Youth Leadership Academy (YLA) 3155 Steiner Way, Orange; Youth Guidance Center (YGC) 3030 N. Hesperian Way, Santa Ana; and the Multipurpose Rehabilitation Center (MRC) 333 The City Drive South, Orange, CA 92868.
2. Provide parking for onsite Contractors providing services under this contract.
3. Conduct a background investigation on each individual identified as assigned to perform services onsite.
4. Maintain research records as specified in Attachment A - Paragraph F, Reports/Outcomes/Data.
5. Appoint a Project Manager to oversee the program pursuant to the terms and conditions contained herein.

REPORTS/OUTCOMES/DATA

1. At the end of each cohort, Contractor will provide tracking data, including, but not limited to:
 - A. Youth referred to programming by Probation:
 - a) Name, Probation's unique identifier (MLNum) and/or other identifiers
 - b) DOB
 - c) Demographics (gender, ethnicity, etc.)
 - d) Date referred
 - e) SB823/Non-SB823 (from Referral Form)
 - B. Youth accepted into program:
 - a) Date of entry
 - b) Date of exit
 - c) Type of exit:
 - i. Satisfactory/completed
 - ii. Not-satisfactory/did not complete
 - iii. No fault (e.g. released)
 - d) Programming Dosage (in hours)
 - C. Outcomes of participants as applicable such as skills and knowledge gained, certifications achieved and/or other milestones reached based on the program curriculum. County, in collaboration with the Contractor, reserves the right to set specific goals and objectives for each program for which the Contractor will be responsible to meet.
 - D. Contractor may be asked to provide a monthly report on enrollment and participation to the County's project manager.
 - E. Contractor may be asked to administer pre-test before and post-test after each cohort.

ATTACHMENT B - PAYMENT AND COMPENSATION

1. Compensation:

This is a firm fixed fee Contract between County and Contractor for Theatre Arts and Music Instructional Services as set forth in Attachment A, "Scope of Work".

Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by Contractor of all its duties and obligations hereunder. Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **County shall have no obligation to pay any sum in excess of the fixed rates specified herein unless authorized by amendment in accordance with Articles "Changes" and "Amendments" of County Contract Terms and Conditions, which may require approval by the County Board of Supervisors.**

2. Fees and Charges:

- A. County will pay the fees and charges in accordance with the provisions of this Contract. Payment shall be as follows:

Fee	Unit	Year 1	Year 2	Year 3
Rate	Per Hour	\$ 235.81	\$ 235.81	\$ 235.81
Materials and Supplies	Per Year	\$ 7,000	\$ 7,000	\$ 7,000

a) Total Contract Not to Exceed: \$150,000 per year.

- B. Reports: Contractor may be asked to submit monthly Expenditure and Revenue Reports to County's Project Manager. These reports shall be on a form acceptable to, or provided by, County's Project Manager and shall report actual costs and revenues for Contractor's program described in Attachment A Scope of Work of the Contract. Any changes, modifications, or deviations to any approved budget line item must be approved in advance and in writing by County's Project Manager and annotated on the monthly Expenditure and Revenue Report or said cost deviations may be subject to disallowance. Such reports shall be received by County's Project Manager no later than twenty (20) calendar days following the end of the month being reported.
- C. Contractor may request to shift funds between budgeted line items within a program, for the purpose of meeting specific program needs or for providing continuity of care to its members, by utilizing a Budget/Staffing Modification Request form provided by County's Project Manager. Contractor shall submit a properly completed Budget/Staffing Modification Request to County's Project Manager for consideration, in advance, which shall include a justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining annual impact of the shift as may be applicable to the current contract period and/or future contract periods. Contractor shall obtain written approval of any Budget/Staffing Modification Request(s)

from County's Project Manager prior to implementation by Contractor. Failure of Contractor to obtain written approval from County's Project Manager for any proposed Budget/Staffing Modification Request(s) may result in disallowance of those costs.

3. Payment Terms – Payment in Arrears:

Invoices are to be submitted in **arrears** to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Contractor shall reference Contract number on invoice. Payment will be net thirty (30) days after receipt of an invoice in a format acceptable to County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with Contractor.

Billing shall cover services and/or goods not previously invoiced. Contractor shall reimburse County of Orange for any monies paid to Contractor for goods or services not provided or when goods or services do not meet Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

Approval by the Board of Supervisors is required for all service contract contracts where for any year of the contract, the annual value to any one contractor exceeds \$200,000.

Approval by the Board of Supervisors is required for all service contracts where the total contract value exceeds or is anticipated to exceed \$1,000,000 when all contract years are taken into consideration for multi-year contracts.

4. Price Increase/Decreases:

No price increases will be considered during the first year of the Contract. County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 90-days advance notice in writing is required for consideration of such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to County of Orange. County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of Contract. Adjustments increasing Contractor's profit will not be allowed.

5. Firm Discount and Pricing Structure:

Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to County during the term of this Contract not otherwise specified and provided for within this Contract.

6. Contractor's Expense:

Contractor will be responsible for all costs related to photocopying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.

7. Payment – Invoicing Instructions:

Payment – **Invoicing Instructions:** The Contractor will provide an invoice on the Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:

- a. Contractor's name and address
- b. Contractor's remittance address, if different from "A" above
- c. Name of County Agency/Department
- d. Delivery/Service address
- e. MA-057-26010412
- f. Date of Service
- g. Service description, quantity and prices
- h. Sales tax, if applicable
- i. Freight/Delivery Charges, if applicable
- j. Total

Invoices and support documentation are to be forwarded to:

Probation
Attn: Accounts Payable
P.O. BOX 10260
SANTA ANA, CA 92711-0260
Email: Prob-AP@prob.oc.gov

8. Payment (Electronic Funds Transfer (EFT)):

County of Orange offers contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to The County of Orange via an EFT Authorization Form. To request a form, please contact the agency/department Procurement Buyer listed in Contract. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.

Attachment List

Attachment C - Juvenile Court Administrative Orders of the Orange County Superior Court D

Attachment D - CLETS Private Contractor Management Control Agreement

Attachment E - Prison Rape Elimination Act Tri-Fold

Attachment F - Prison Rape Elimination Act Statement

Exhibit List

Exhibit 1 - FBI Criminal Justice Information Services Security Addendum

Exhibit 2 - CLETS Employee Volunteer Statement Form

Exhibit 3 - Confidentiality of Cori Information

Exhibit 4 - Employee Acknowledgment of Employer Form

Attachment C - Juvenile Court
Administrative Orders of the Orange County
Superior Court



Chambers of
MARIA D. HERNANDEZ
PRESIDING JUDGE OF JUVENILE COURT

Superior Court of California

County of Orange

341 THE CITY DRIVE
ORANGE, CA 92868
PHONE: (657) 622-5502

Orange County Juvenile Court

Administrative Order: A-100-2-2013

Juvenile Court Proceedings: Media and Public Access;

Confidentiality; Photography/Audio/Video Recording.

A. Applicability of Order:

1. This administrative order shall supplement Welfare and Institutions Code, Sections 346, 676, 676.5, and California Rules of Court, Rule 5.530, regarding the admittance of persons, agencies and organizations to juvenile court proceedings. (All statutory references shall be to the Welfare and Institutions Code, and all references to rules shall be to the California Rules of Court, unless otherwise noted.) To the extent that this order conflicts with Sections 346, 676, 676.5, or Rule 5.530, the statute or rule shall control.
2. This administrative order shall supplement California Rules of Court, Rule 1.150, and Orange County Superior Court, Local Rules 180 and 906, regarding media coverage of courtroom proceedings, and shall be applicable only as to the proceedings of the Orange County Juvenile Court. To the extent that this order conflicts with Rule 1.150 (as constrained by Sections 346 and 676, or Rule 5.530), or Local Rule 180, the rules shall control.
3. This administrative order shall supplement Section 827(a)(4), and Orange County Superior Court, Local Rule 903.3, regarding the non-dissemination of information relating to the content of the juvenile case file or proceedings, and shall apply to all persons who are permitted access to juvenile court proceedings. To the extent that this order conflicts with Section 827, or Local Rule 903.3, the statute or rule shall control.
4. This administrative order supersedes all prior Juvenile Court administrative orders addressing public and/or media access, including administrative orders number 11/010-903 and 11/009-906, the Juvenile Court Exchange of Information and Media Policy, signed September 23, 2010, and all such orders are rescinded. All prior miscellaneous orders authorizing access to specifically identified persons or organizations remain in full force and effect, unless expressly rescinded by the Presiding Judge of Juvenile Court.

B. Admission to Juvenile Court proceedings:

1. Except as otherwise addressed herein, the persons entitled to be present at Juvenile Court proceedings are those persons described in Sections 676 and 676.5, and Rule

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- 5.530. No other person shall be admitted into a Juvenile Court proceeding, except upon express authorization of a judicial officer of the Juvenile Court, pursuant to this order.
2. All assigned judicial officers of the Juvenile Court shall have the discretion to admit into their assigned courtroom, only, any person who may be admitted, pursuant to Sections 346 and 676, and Rule 5.530. No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to admit such persons to any other courtroom other than the judicial officer's own courtroom.
 3. Members of the "media", as defined in Rule 1.150, shall be admitted to Juvenile Court proceedings to the same extent and under the same limitations as members of the public are admitted, pursuant to Section 676(a), for the crimes listed in subdivisions (1) through (28). Members of the media shall be subject to all orders of the Court issued pursuant to subdivisions (b), (c), (d) and (e), of Section 676.
 - a) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the authority to authorize the admission of members of the media to any Juvenile Court proceeding, except pursuant to Section 676(a).
 - b) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to authorize "media coverage", as defined in Rule 1.150 (regarding photographing, recording or broadcasting), as to any Juvenile Court proceeding, including public proceedings pursuant to Section 676(a).
 - c) Authorization for media coverage, by the Presiding Judge of Juvenile Court, shall be made pursuant to Rule 1.150, Local Rule 180, and this administrative order.
 4. All persons with a direct and legitimate interest in the particular case or the work of the court desiring admission to Juvenile Court proceedings (except those admitted into a specific courtroom by the assigned judicial officer), including persons conducting research, students, public or private agencies and organizations, and members of the news media, shall seek authorization from the Presiding Judge of Juvenile Court, by contacting Juvenile Court Administration.
 - a) In the exercise of its sound discretion in determining whether to authorize admission, the Presiding Judge of Juvenile Court considers and balances many competing factors, including:
 - The stated reason or purpose for seeking access;
 - The agency or organization with whom the person seeking access is associated with, if any, and the function, purpose, mission and goals of the agency or organization;
 - Whether the person is seeking information of a general nature about the Court or the juvenile justice system, or information regarding a particular case, minor, family or party to a matter;
 - The age of the minor[s] and the alleged facts and circumstances of the case or cases to which the requesting person is seeking admission;
 - The privacy and confidentiality rights of the children and caretakers before the court and the highly sensitive nature of the child and family issues involved in the cases before the Juvenile Court;
 - The stated concerns or objections of any party to the matters pending before the Court as to the admission of the requesting person;
 - The best interests of all minors with matters pending with the Court;

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- The feasibility of orders and measures to prevent or mitigate any negative impact to the child;
 - The beneficial societal values promoted by public access. (See: *San Bernardino County v. Superior Court* (1991) 232 Cal.App.3d 188, 210 – 203.)
- b) Persons seeking admission to Juvenile Court proceedings may submit a request in writing that addresses the factors listed in subparagraph (a).

5. Except for persons associated with a party to a particular case whose presence was requested by the parent, guardian or minor, all persons admitted into Juvenile Court proceedings, because they have been determined to have a direct and legitimate interest in the particular case or the work of the court, before attending a proceeding, shall be required to report to Juvenile Court Administration to sign an acknowledgement of the provisions of this administrative order.

C. Prohibition against publication or dissemination of information regarding Juvenile Court proceedings:

1. Pursuant to Sections 300.2 and 827(a)(4), Local Rule 903.3 is reiterated, to wit: with the exception of cases involving offenses listed in Section 676, any member of the public admitted into a Juvenile Court proceeding shall not publish or disseminate any information regarding any matter heard by the Juvenile Court, including but not limited to: the identity of any party, attorney, probation officer, social worker, witness, therapist; the allegation made in the petition[s]; the facts and circumstances of the matter; the orders and findings by the Court, unless permitted by statute, rule or court order.
- a) The terms "publish or disseminate" means: revealing information to any person, by any means, including through television, radio, newspapers, magazines, email, the Internet, or any form of social media, such as Facebook, Twitter, YouTube, Instagram, blogs, or any other form of personal communication.
2. News media, researchers, students or academic institutions may publish or disseminate of information regarding Juvenile Court proceedings only to the extent authorized and limited by an express order by the Presiding Judge of Juvenile Court.

D. Use of cellular telephones, recording or photographing Juvenile Court proceedings:

1. Use of cellular phones in a Juvenile Court courtroom by all persons is prohibited. Use of cellular phones includes: making or receiving phone calls, making or replying to text messages, accessing for any purpose the Internet, including posting messages on Facebook, Twitter or Instagram, or playing games.
- a) Persons may utilize cellular phones in the public hallways of the courthouse, so long as such use does not disrupt the operation and business of the Court.
- b) Orange County Sheriff's Department personnel are authorized to admonish or remove from the courtroom any person using a cellular device in a courtroom or disrupting the operation and business of the Court, immediately seize the cellular device, and/or remove the person from the courthouse.
2. The Court finds that use of cellular telephones in the courtroom by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court

staff is necessary for the efficient operation and conduct of Court proceedings. Therefore, such persons are authorized to use such devices in the courtroom, so long as such use is related to Court proceedings and operations, the proceedings and operations of the business of such person's agencies and firms, or other business related matters.

- a) Use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff may not disrupt the proceedings before the Court.
 - b) All judicial officers of the Juvenile Court may make orders further limiting or prohibiting the use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff in the judicial officer's assigned courtroom.
3. No person (including attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff) may take photographs or make audio and/or video recordings of any Juvenile Court proceedings.
- a) Juvenile Court adoption proceedings may be photographed and/or recorded, solely for the personal use of the family. All judicial officers of the Juvenile Court may make orders further limiting or prohibiting such recording in the judicial officer's assigned courtroom.
4. Photography, audio or video recording, by any means, by members of the public and the media is prohibited in any part of the Lamoreaux Justice Center, including the lobby areas, hallways, stairs, elevators, conference rooms or areas, unless expressly authorized by the Presiding Judge of Juvenile Court.

E. Media admission and coverage of Juvenile Court proceedings:

1. **Requests for admission of media:** Other than members of the media admitted pursuant to Section 676(a), all requests by members of the media to be admitted to Juvenile Court proceedings shall be directed to the Presiding Judge of Juvenile Court.
 - a) Members of the media seeking admission to Juvenile Court proceedings may make such requests in writing, addressing the factors the Court considers and balances concerning the admission of persons with a direct and legitimate interest in a particular case or the work of the Court.
2. **Requests for "media coverage":** All requests for "media coverage" (for photographing, recording or broadcasting) of any Juvenile Court proceeding, including proceedings under Section 676(a), shall be made in compliance with Rule 1.150, Local Rule 180 and this administrative order, and by submitting to the Presiding Judge of Juvenile Court Judicial Council forms MC-500 and MC-510.
 - a) Forms MC-500 and MC-510 shall be filed at Juvenile Court Administration (Lamoreaux Justice Center, second floor), in person or by facsimile (622-657-8384). Requests for media coverage of a matter set for a morning hearing shall be filed by 4:00 p.m. of the prior business day, and requests coverage of an afternoon hearing shall be filed by 10:00 a.m. the day of the hearing. Failure to timely file a request may result in the denial of coverage for that reason.

- b) Upon receipt of a request for media coverage, Juvenile Court Administration shall immediately deliver the request to the Presiding Judge of Juvenile Court and to the Court Public Information Office.
 - c) The clerk must promptly notify the parties that a request has been filed.
3. **Limitations on coverage:** Unless expressly authorized by order of the Presiding Judge of Juvenile Court, in addition to the limitations on coverage set forth in Local Rule 180, the following limitations shall apply to authorized media coverage at the Juvenile Court:
- a) Photography or video recording of minor shall be restricted to the back of the individual, from the shoulders and below. The face, profile and back of the head of the minor, or any member of the minor's family, shall not be recorded.
 - b) Photography or audio or video recording in a courtroom when the Court is not in session and formally on the record is prohibited.
 - c) Photography or audio or video recording of the minor and/or the family that is the subject of a Juvenile Court proceeding in the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center is prohibited.
 - d) When authorized, photography or audio or video recording of any person, whether within the interior or at the exterior of the Lamoreaux Justice Center, must be restricted so as to preclude any recording of persons in the background and not part of the authorized recording.
4. **Pooling media coverage:** Media coverage inside of a Juvenile Court courtroom shall be limited to one still camera and one video camera. Therefore, media organizations and agencies shall make arrangements for the pooling of photographic and video recording resources.
- a) Members of media organizations and agencies permitted to photograph and/or make video recordings of proceedings shall share any photographs or video with other media organizations or agencies.
5. **Media identification:** All members of the media must prominently display identification identifying the person as a member of the media, while inside or at the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center.
6. **Check-in:** Upon arrival at the Juvenile Court, all members of the media shall inform the Juvenile Court receptionist (located on the second floor) of their presence, and the purpose for their presence, including the name of the case or minor that they seek to cover.
- a) In addition to checking in with Juvenile Court reception, upon arrival at the Lamoreaux Justice Center, all members of the media with cameras or other audio or video recording equipment shall advise officers of the Orange County Sheriff's Department, and shall obey their instructions regarding the movement, staging and use of such equipment.
 - b) Members of the media must arrive at the Juvenile Court in sufficient time so as not to delay the calling of a matter, including time to set-up any cameras or recording equipment. The Court will not delay calling a matter to wait for the arrival of members of the media or for the set-up of equipment, regardless of an order granting media admission and/or coverage.

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- c) When a member of the media checks-in, the Juvenile Court receptionist shall immediately advise the courtroom clerk where the matter is calendared and the Presiding Judge of Juvenile Court.

7. Admission into the courtroom: When authorized by order of the assigned judicial officer or the Presiding Judge of Juvenile Court, when advised of the presence of the media, courtroom staff, including Sheriff's personnel, shall facilitate the admission of the media into the courtroom for the matter they are authorized to cover.

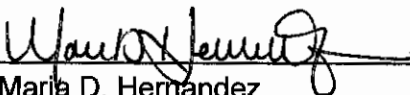
- a) Courtroom staff, including Sheriff's personnel, shall admit members of the media into the courtroom in sufficient time for equipment set-up so as not to delay the calling of the matter.

F. Minors in juvenile institutions:

1. The term "juvenile institution" means: any jail, lock-up, juvenile hall, secure and non-secure detention facilities used to house juveniles; any juvenile day centers, ranches and camps; any emergency shelter home, group home, or foster home; operated by or on behalf of the Orange County Probation Department and/or Orange County Social Services Agency.
2. Except as expressly authorized by the Presiding Judge of Juvenile Court, interviews by the media of any juvenile housed in or attending a juvenile institution is prohibited.
3. Except as expressly authorized by the Presiding Judge of Juvenile Court, photography, audio or video recording, by any means, by members of the public and the media of any juvenile housed in or attending a juvenile institution is prohibited.

SO ORDERED.

Date: 1/21/14



Maria D. Hernandez
Presiding Judge of Juvenile Court

JUVENILE COURT ADMINISTRATIVE ORDER NO. 12/003-903

Revised: May 7, 2018

EXCHANGE OF INFORMATION

Considering recent changes to the California Welfare and Institutions Code (hereinafter "WIC") which pertain to the disclosure of juvenile case files¹, this Administrative Order (No. 12/003-903) (hereinafter "Order") is now revised as set forth below.

The exchange and/or dissemination of information from within a juvenile case file may be authorized as follows:

1. *In WIC Section 709 Proceedings*

In proceedings wherein a doubt has been declared as to a current ward's competency pursuant to WIC Section 709, there may be an exchange of information concerning a current ward "only among all private or public agencies providing case planning, eligibility, and/or services delivered. This authorization includes, but is not limited to, the Orange County Probation Department, the Orange County Social Services Agency, the Orange County Health Care Agency, the Orange County Department of Education, the Regional Center of Orange County,... local school", and the Orange County Public Defender's Office. (Super. Ct. Orange County, Local Rules, Rule 903.1; see also Superior Court of California, County of Orange Administrative Order re: Competency (WIC § 709); Administrative Order No. 13/010, Revised: March 7, 2013.) For minors who have not yet been declared wards of the Orange County Juvenile Court and for whom a doubt as to competency has been

¹ For purposes of this Order, a "juvenile case file" means dependency or delinquency files maintained by the court, probation, social services agency and law enforcement. The file includes "all documents filed in a juvenile court case", "[r]eports to the court by probation officers, social workers of child welfare services programs, and CASA volunteers", "[d]ocuments made available to probation officers, social workers of child welfare services programs, and CASA volunteers in preparation of reports to the court", "[d]ocuments relating to a child concerning whom a petition has been filed in juvenile court that are maintained in the office files of probation officers, social workers of child welfare services programs, and CASA volunteers", "[t]ranscripts, records, or reports relating to the matters prepared or released by the court, probation department, or child welfare services program", and "[d]ocuments, video, or audio tapes, photographs, and exhibits admitted into evidence at juvenile court hearings." (Cal. Rules of Court, Rule 5.552, subd. (a); see also Cal. Welf & Inst. Code, § 827, subd. (e).)

1 declared pursuant to WIC Section 709, the exchange of information concerning the youth is governed
2 by Administrative Order No. 13/010, Revised: March 7, 2013.

3 *2. To victims for whom restitution has been ordered*

4 Pursuant to WIC Sections 730.6 and 730.7 and Penal Code Section 1214, the victim(s) is
5 entitled to obtain all information allowed by law to pursue collection of restitution as if it were a money
6 judgment. Upon request by a victim, the Orange County Probation Department is authorized to provide
7 the victim(s) with a recorded abstract of judgment to enforce any restitution order pursuant to Penal
8 Code Section 1214, subdivision (b).

8 *3. As attachments to Social Service Agency reports filed with the Juvenile Court*

9 On Dependency matters only, in order to promote the efficient exchange of discoverable
10 documents, the Social Service Agency may attach police reports, medical records, and other documents
11 to reports filed with the Court, and such attached documents shall be deemed reproduced in full within
12 the body of the report itself, for the purposes of determining the admissibility of the information
13 contained in such documents, within the meaning of WIC Section 355. All parties retain all rights to
14 object to the admissibility of all or a portion of the information contained in such documents, only to
15 the extent that a party could object had the information been reproduced in the body of the report itself.
16 With respect to any attachments to reports, as set forth in Rule 903.1 of the Orange County Superior
17 Court Local Rules, the Social Service Agency shall ensure compliance with all applicable statutes,
18 rules or regulations regarding the confidentiality of such records and/or the information contained
19 therein, including, but not limited to: Penal Code Sections 293, 11167, and 11167.5, as well as the
20 Health Insurance Portability Act (HIPAA). Additionally, “[u]pon request by any party or on its own
21 motion, a juvenile court judicial officer may order that all or a portion of any attachments to reports be
22 sealed, placed in a confidential envelope; or any information contained within any attachments be
23 redacted; or dissemination of any attachments or information contained therein be restricted, pursuant
24 to Welfare and Institutions Code, section 827.” (Super. Ct. Orange County, Local Rules, Rule 903.1.)

1 4. *To the Social Security Administration*

2 The Probation Department and the Social Services Agency may release information from a
3 juvenile case file to the Social Security Administration for purposes of securing benefits for wards or
4 dependents. (See Cal. Welf. & Inst. Code, § 16501.1, subds. (g)(13) & (g)(16), § 11400 and § 10850;
5 see also 42 U.S.C. § 675 subds. (1) & (8) and 42 U.S.C. § 671, subd. (a)(16).)

6 5. *Law Enforcement Agencies and Federal Officials*

7 The exchange and/or dissemination of information from a juvenile case file to law enforcement
8 agencies is governed by WIC Sections 827 and 828. Additionally, WIC Section 831 precludes the
9 disclosure and/or dissemination “of juvenile information to federal officials absent a court order of the
10 judge of the juvenile court upon filing a petition as provided” in WIC Section 827, subdivisions
11 (a)(1)(P) or (a)(4). For purposes of Section 831, “juvenile information’ includes the ‘juvenile case
12 file’ as defined in subdivision (e) of Section 827, and information related to the juvenile, including, but
13 not limited to, name, date or place of birth, and the immigration status of the juvenile that is obtained
14 or created independent of, or in connection with, juvenile court proceedings about the juvenile and
15 maintained by any government agency, including, but not limited to, a court, probation office, child
16 welfare agency, or law enforcement agency.” (Cal. Welf. & Inst. Code, § 831, subd. (e).)

17 6. *Child Death Review Team*

18 Information including but not limited to autopsy reports, criminal records, mental health
19 records, physical health records, drug or alcohol information and reports, child abuse reports, and
20 dependency case information may be shared with and among members of the Orange County Child
21 Death Review Team. Team members must be advised on confidentiality guidelines and sign a
22 confidentiality statement.

23 7. *To foreign consulates*

24 The release and exchange of information concerning minors of foreign nationality, who are
wards or dependents of the Juvenile Court or are subject of a petition to declare the minor a ward, or
are the subject of an application for such petition, to the consulate of the appropriate government is

1 governed by WIC Section 10609.95 and Orange County Juvenile Court Miscellaneous Order No.
2 688.2, Revised: May 7, 2018.

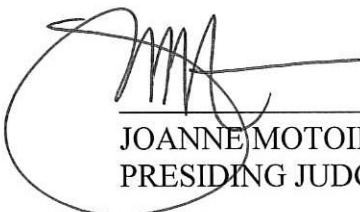
3 8. *In all other instances.*

4 In all other instances, the disclosure of juvenile case files, the exchange of information between
5 and among agencies concerned with court matters affecting children, the presence of persons at
6 Juvenile Court proceedings, and media coverage of Juvenile Court matters shall be governed by WIC
7 Sections 345, 346, 675, 676, 676.5, 827, 827.10, 827.11, 827.12, 827.15, 827.2, 827.5, 827.26, 827.7,
8 827.9, 828, 828.1, 828.3, 829, 830 and 831, as well as California Rules of Court, Rules 5.530, 5.552,
and 5.553, Orange County Superior Court Local Rules 903 et seq., and this Order.

9 Information from a juvenile case file, received by an authorized recipient, shall be safeguarded
10 from unauthorized access or disclosure and shall not be further released to any person or agency not
11 authorized to receive such information by statute, court order, or other lawful process. No person or
12 entity may copy or inspect confidential psychological, medical, or educational information absent an
order from the Presiding Judge of the Juvenile Court.

13 This Order is to remain in effect until otherwise ordered by the Presiding Judge of Juvenile
14 Court. In the event a conflict arises between this Order and the statutes or rules, the statutory and rule
15 provisions control.

16
17 Dated this 5th of July 2018

18
19 
20 JOANNE MOTOIKE
21 PRESIDING JUDGE of JUVENILE COURT
22
23
24

Attachment D - CLETS Private Contractor Management Control Agreement



CLETS PRIVATE CONTRACTOR MANAGEMENT CONTROL AGREEMENT

Agreement to allow California Law Enforcement Telecommunications System (CLETS) access by

Orange County Probation Department

CA030023G

(Public law enforcement/criminal justice agency)

(ORI)

to Coastline ROP

(Private Contractor)

to perform Theatre Arts and Music Instructional Services

services on its behalf.

(Type of service)

Access to the CLETS is authorized to public law enforcement and criminal justice agencies (*hereinafter referred to as the CLETS subscribing agency*) only, which may delegate the responsibility of performing the administration of criminal justice functions (e.g., dispatching functions or data processing/information services) in accordance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Security Addendum to a private contractor. The private contractor may access systems or networks that access the CLETS on behalf of the CLETS subscribing agency to accomplish the above-specified service(s). This agreement must be received by the California Department of Justice (CA DOJ) prior to the subscribing agency permitting access to the CLETS. The performance of such delegated services does not convert that agency into a public criminal justice agency, not automatically authorize access to state summary criminal history information. Information from the CLETS is confidential and may be used only for the purpose(s) for which it is authorized. Violation of confidentiality requirements or access authorizations may be subject to disciplinary action or criminal charges.

Pursuant to the policies outlined in the *CLETS Policies, Practices, and Procedures (PPP)* and the Federal Bureau of Investigation's (FBI) *CJIS Security Policy*, it is agreed the CLETS subscribing agency will maintain responsibility for security control as it relates to the CLETS access. Security control is defined as the ability of the CLETS subscribing agency to set, maintain, and enforce:

1. Standards for the selection, supervision, and termination of personnel. This does not grant hiring/firing authority to the CLETS subscribing agency, only the authority to grant CLETS access to personnel who meet these standards and deny it to those who do not.
2. Policies governing the operation of computers, access devices, circuits, hubs, routers, firewalls, and other components that make up and support a telecommunications network and related CA DOJ criminal justice databases used to process, store, or transmit criminal justice information, guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.

Security control includes, but is not limited to, the supervision of applicable equipment, systems design, programming, and operating procedures associated with the development, implementation, and operation of any computerized message-switching or database systems utilized by the served law enforcement agency or agencies. Computer sites must have adequate physical security to protect against any unauthorized viewing or access to computer terminal, access devices, or stored/printed data.



CLETS PRIVATE CONTRACTOR MANAGEMENT CONTROL AGREEMENT

Additionally, it is the responsibility of the CLETS subscribing agency to ensure that all private contractors receiving information from the CLETS meet the minimum training, certification, and background requirements that are also imposed on the CLETS subscribing agency's staff. The minimum requirements are applicable also to staff having access to record storage areas containing information from the CLETS. The minimum requirements include, but are not limited to:

1. Prior to allowing the CLETS access, train, functionally test, and affirm the proficiency of all the CLETS computer operators to ensure compliance with the CLETS and the FBI's National Crime Information Center (NCIC) policies and regulations, if applicable. Biennially, provide testing and reaffirm the proficiency of all the CLETS operators, if applicable.
2. State and FBI criminal offender record information searches must be conducted prior to allowing access to the CLETS computers, equipment, or information. If the results of the criminal offender record information search reveal a record of any kind, access will not be granted until the CLETS subscribing agency can review the matter to decide if access is appropriate. If a felony conviction of any kind is found, access shall not be granted.
3. Each individual must sign a CLETS Employee/Volunteer Statement form (HDC 0009) prior to operating or having access to CLETS computers, equipment, or information.

In accordance with CLETS/NCIC policies, the CLETS subscribing agency has the responsibility and authority to monitor, audit, and enforce the implementation of this agreement by the private contractor. The private contractor agrees to cooperate with the CLETS subscribing agency in the implementation of this agreement and to accomplish the directives for service under the provisions of this agreement. The CLETS Management Control Agreement (HDC 0004B) shall be updated when the head of either agency changes or immediately upon request from the CA DOJ.

By signing this agreement, the vendors and private contractors certify they have read and are familiar with the contents of (1) the FBI's CJIS Security Addendum, (2) the NCIC 2000 Operating Manual, (3) the FBI's CJIS Security Policy, (4) Title 28, Code of Federal Regulations, Part 20, and (5) the CLETS PPP and agree to be bound by their provisions. Criminal offender record information and related data, by its very nature, is sensitive and has potential for great harm if misused. Access to criminal offender record information and related data is therefore limited to the purpose(s) for which the CLETS subscribing agency has entered into the contract. Misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; use, dissemination, or secondary dissemination of information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. Accessing the system for an appropriate purpose and then using, disseminating, or secondary dissemination of information received for another purpose other than execution of the contract also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Signature (CLETS Subscribing Agency Head)

Signature (Private Contractor Agency Head)

Daniel Hernandez, Chief Probation Officer

Print Name and Title

Print Name and Title

Date

Date

Attachment E - Prison Rape Elimination Act Tri-Fold

How to report observed or suspected incidents of sexual abuse, assault, and/or harassment

Probation staff including volunteers, contractors and vendors are required to immediately report any instance of suspected or observed sexual abuse, sexual assault or sexual harassment verbally to a supervisor or administrator then to document the matter in writing within 24-hours.

- Inform the Institution Duty Officer, any Supervisor or Administrator of the facility where the alleged abuse occurred
- Report anonymously on the Probation Hotline 1-(888) 296-3389
- Contact the Probation Dept. PREA Coordinator 1-714-935-7095
- Orange County Child Abuse Hotline 1 (800) 207-4464

No probation staff member, individual subject to probation supervision, facility resident, volunteer, or collaborative partner will be subject to retaliation for acting in good faith to intervene in, report or document any incident of sexual abuse, sexual assault or sexual harassment.

Orange County Probation Department currently partners with the following agencies for victim support:

Waymakers

24-Hour Crisis Hotlines
(714) 957-2737
(949) 831-9110

Report any concern of sexual misconduct:

PREA Coordinator : (714) 567-7732

Probation Hotline 1-(833) 740-7732

This project was supported by Grant No. 2010-RP-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice.



<http://egov.ocgov.com/ocgov/Probation>

Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients



For Volunteers, Contractors,
Collaborative Partners and Vendors of
the Orange County Probation
Department

Staff Sexual Misconduct

The Orange County Probation Department has a **zero tolerance policy** regarding sexual assault, sexual abuse and sexual harassment. Residents of probation facilities, individuals under probation supervision, probation staff, volunteers, contractors, vendors and collaborative partners have a right to an environment that is free from sexual abuse, sexual assault and sexual harassment.

Department policy and state law specifically forbids sexual misconduct, including sexual harassment between probation clients and staff. For this purpose, "staff" includes: contractors, vendors, and volunteers of the Orange County Probation Department as well as staff from other Federal, State and Local jurisdictions. A "probation client" means someone incarcerated/detained in a correctional facility or under supervision in the community.

Sexual misconduct is defined in the Prison Rape Elimination Act (PREA) 2003. Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a probation client by a Department staff, contract staff, vendor, or volunteer.
2. Inappropriate touching between probation clients and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff, contract staff, vendor, or volunteer, and a probation client.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

The department will fully investigate and immediately address all allegations of sexual assault, sexual abuse and sexual harassment to include criminal and administrative sanctions as appropriate.

An Abuse of Power

Due to the imbalance of power between probation clients and staff in correctional settings, sexual interactions between staff (who have power) and probation clients (who lack power) are unprofessional, unethical, and illegal.

Some probation clients who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally a probation client may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.).

As a Probation Department contractor, vendor or volunteer, your assignments can place you in a position of authority over the clients with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between clients and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and clients. In fact, 'consent' is not a defense to prosecution.

History of Victimization

Some staff don't think of clients as "victims" of staff sexual misconduct, especially when the client appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The client is always the victim because of the imbalance of power. The consent or willingness of a client to participate may be a survival strategy or a learned response to previous or current victimization.

Many clients have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of

affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member. In some instances, particularly for female clients, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times.

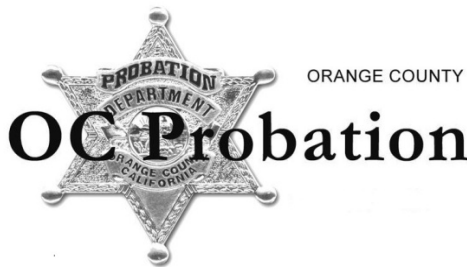
Boundaries in relationships can be difficult. If you question your professional boundaries with an client or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a Probation supervisor or administrator before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with a client:

- Spending a lot of time with a particular client
- Change in appearance of a client or staff member
- Deviating from agency policy for the benefit of a particular client
- Sharing personal information with a client
- Horseplay
- Doing favors for a client
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with a client
- Overlooking infractions of a particular client

Attachment F - Prison Rape Elimination Act Statement



DANIEL HERNANDEZ
CHIEF PROBATION OFFICER

TELEPHONE: (714) 569-2000

1055 N. MAIN STREET, 5TH FLOOR
SANTA ANA, CA 92701

MAILING ADDRESS:
P.O. BOX 10260
SANTA ANA, CA 92711-0260

Prison Rape Elimination Act

Orientation Information

The Orange County Probation Department has a zero tolerance policy toward any acts of sexual misconduct by staff, youth, volunteers, contractors, vendors and collaborative partners including, sexual assault, sexual abuse and sexual harassment. This includes any sexual act, touching, comments or gestures.

- You have received a copy of the information sheet "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients."
- You understand that the Orange County Probation Department has a zero-tolerance policy related to sexual assault, sexual abuse and sexual harassment involving youths in custody or under the supervision of this department.
- You understand that you are required to immediately report any instance of suspected, reported or observed acts of sexual assault, abuse or harassment to a supervisor or administrator and to fully cooperate with investigation of such incidents.
- You understand that the Probation department will fully investigate any incidents of suspected, reported or observed sexual assault, sexual abuse and sexual harassment

If you have any questions regarding this document, the brochure, "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients." or if you need this information explained to you in a different language or format, please notify staff.

I have been provided with the brochure, "Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients." And have had an opportunity to ask questions.

I UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH THE ORANGE COUNTY PROBATION ZERO TOLERANCE FOR SEXUAL MISCONDUCT POLICIES AND PROCEDURES.

Print Name

Signature

Date

Staff Signature / Title

Date

Exhibit 1 - FBI Criminal Justice Information Services Security Addendum



Exhibit 1
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee

Date

Printed Name/Signature of Contractor Representative

Date

Organization and Title of Contractor Representative

Exhibit 2 - CLETS Employee Volunteer Statement Form

EMPLOYEE/VOLUNTEER STATEMENT FORM
USE OF CLETS CRIMINAL JUSTICE INFORMATION
AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION

As an employee/volunteer of Orange County Probation Department, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the need-to-know and the right-to-know. Misuse of such information may adversely affect an individual(s) civil rights, and violates the law and/or CLETS policy.

Penal Code section 502 prescribes the penalties relating to computer crimes. Penal Code sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code sections 11141-11143 and 13302-13304 prescribe penalties for misuse of public record and CLETS information. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code sections 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any person/volunteer who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.

Signature: _____

Print Name: _____

Date: _____

Exhibit 3 - Confidentiality of Cori Information

Exhibit 3

CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is that information which is recorded as the result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As an employee of _____, during the legitimate course of your duties, you have access to CORI. The Orange County Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

You are required to protect the information contained in documents against disclosure to all individuals who do not have a right-to-know or a need-to-know this information.

The use of any information obtained from case files or other related sources of CORI to make contacts with probationers or their relatives, or to make CORI available to anyone who has no real and proper reason to have access to this information as determined solely by the Probation Department is considered a breach of confidentiality, inappropriate and unauthorized.

Any employee engaging in such activities is in violation of the Probation Department's confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

I have read and understand the Probation Department's policy concerning the confidentiality of CORI records.

(Signature)

Name (Print)

Classification

Date

Copy to be forwarded to Probation Juvenile Court Services Assistant Division Director within five (5) business days of start of employment.

Exhibit 4 - Employee Acknowledgment of Employer Form

Exhibit 4

EMPLOYEE ACKNOWLEDGMENT OF EMPLOYER

I acknowledge that I am an employee of _____ and not of the County of Orange.

I understand that my employer, _____ and not the County of Orange will be solely responsible for providing on my behalf, all legally required employee benefits.

I understand that the County shall not assume any liability for the payment of salaries, wages, benefits, or other compensation to, or on my behalf.

(Employee Name – Please Print)

(Signature of Employee)

TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: October 16, 2026

SUBJECT: OCDE California Apprenticeship Initiative 2.0 Agreement – SVUSD
Building Industry Technology Academy

Background and Rationale

Coastline Regional Occupational Program has entered into an agreement with the Orange County Superintendent of Schools to support Saddleback Valley Unified School District students through the California Apprenticeship Initiative (CAI) 2.0 Grant. The agreement supports Related Supplemental Instruction (RSI) activities for the Building Industry Technology Academy (BITA) at El Toro High School during the 2026–2027 school year.

Through this partnership, Coastline ROP and SVUSD will provide students with foundational and technical training for success in the construction industry, including safety, tool handling, blueprint reading, basic construction practices, and preparation for on-the-job placement with Simon Builders. Students will also participate in industry site visits, regular apprenticeship check-ins, and employment preparation activities. The program is designed to support students' transition into postsecondary education, employment, and registered apprenticeship opportunities.

Financial Implications

The agreement provides Coastline ROP with funding not to exceed \$50,000 for services provided from August 1, 2026 through June 30, 2027. Funding is provided through the California Apprenticeship Initiative (CAI) 2.0 Grant administered by the Orange County Department of Education.

Recommendation

It is respectfully recommended that the Board of Trustees approve the agreement between Coastline ROP and the Orange County Superintendent of Schools for California Apprenticeship Initiative 2.0 grant-funded services supporting the SVUSD Building Industry Technology Academy at El Toro High School.

2 COASTLINE REGIONAL OCCUPATIONAL PROGRAM
3 SERVICE AGREEMENT

4 This AGREEMENT is hereby entered into this 1st day of August,
5 2026, by and between the Orange County Superintendent of Schools, 200
6 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as
7 SUPERINTENDENT, and Coastline Regional Occupational Program, 1001
8 Presidio Square, Costa Mesa, California 92626, hereinafter referred to
9 as ROP. SUPERINTENDENT and ROP shall be collectively referred to as
10 the Parties.

11 WHEREAS, SUPERINTENDENT is authorized by Section 53060 of the
12 California Government Code to contract with and employ any persons for
13 the furnishing of special services and advice in financial, economic,
14 accounting, engineering, legal or administrative matters, if such
15 persons are specially trained and experienced and competent to perform
16 the special services required; and

17 WHEREAS, SUPERINTENDENT has received grant funds from the State
18 of California Department of Education for the California Apprenticeship
19 Initiative Grant (CAI) 2.0 for Educational Services Division, Career
20 Education Program, hereinafter referred to as PROGRAM; and

21 WHEREAS, ROP is specially trained and experienced and competent
22 to perform the special services required by the SUPERINTENDENT, and
23 such services are needed on a limited basis;

24 NOW, THEREFORE, the Parties hereto mutually agree as follows:

25 1.0 SCOPE OF WORK. SUPERINTENDENT hereby engages ROP as an independent
contractor to perform the following described work, and ROP hereby
agrees to perform said work upon the terms and conditions hereinafter

1 set forth. Specifically, ROP shall perform the Related Supplemental
2 Instruction (RSI) services and activities for Saddleback Valley Unified
3 School District, as described in the Coastline ROP Scope of Work, which
4 is attached hereto and incorporated by reference herein as Exhibit "A",
5 for the Division of Educational Services.

6 2.0 TERM. ROP shall commence providing services under this AGREEMENT
7 on August 01, 2026, and end on June 30, 2027, subject to termination as
8 set forth in this AGREEMENT.

9 3.0 PAYMENT.

10 A. SUPERINTENDENT agrees to pay ROP a total fee not to exceed
11 Fifty thousand dollars (\$50,000.00) for services satisfactorily
12 rendered pursuant to Section 1.0 of this AGREEMENT. Payment shall be
13 made to ROP periodically upon completion and acceptance of services,
14 and receipt and approval of an original numbered invoice in duplicate
15 from ROP which included the following: 1) a complete description of
16 service performed, and 2) date services were performed which must be
17 supported by documentation which shall include, but not be limited to
18 ledgers, journals, time sheets, invoices, bank statements, cancelled
19 checks, receipts, receiving records, and records of services provided.
20 ROP shall direct all invoices to: Orange County Superintendent of
21 Schools, 200 Kalmus Drive, P. O. Box 9050, Costa Mesa, California 92628-
22 9050, Attn: Accounting Manager. Payment shall be made to ROP within
23 thirty (30) days from receipt of an accurate invoice, and mailed to:
24 Coastline Regional Occupational Program, 1001 Presidio Square, Costa
25 Mesa, California 92626, or at such other place as ROP may designate in
writing.

1 B. SUPERINTENDENT may withhold or delay any payment should ROP
2 fail to comply with any of the provisions set forth in this AGREEMENT.

3 C. ROP shall not claim reimbursement for services provided
4 beyond the expiration and/or termination of this AGREEMENT, except as
5 may otherwise be provided under this AGREEMENT.

6 D. The obligation of SUPERINTENDENT under this AGREEMENT is
7 contingent upon the availability of funds furnished by the State of
8 California. In the event that such funding is terminated or reduced,
9 this AGREEMENT may be terminated, and SUPERINTENDENT fiscal obligations
10 hereunder shall be limited to a pro-rated amount of funding actually
11 received by the SUPERINTENDENT under the grant. SUPERINTENDENT shall
12 provide ROP written notification of such termination. Notice shall be
13 deemed given when received by the ROP or no later than three (3) days
14 after the day of mailing, whichever is sooner.

15 4.0 INDEPENDENT CONTRACTOR. ROP, in the performance of this
16 AGREEMENT, shall be and act as an independent contractor. ROP
17 understands and agrees that he/she and all of his/her employees shall
18 not be considered officers, employees or agents of the SUPERINTENDENT,
19 and are not entitled to benefits of any kind or nature normally provided
20 employees of the SUPERINTENDENT and/or to which SUPERINTENDENT'S
21 employees are normally entitled, including, but not limited to, State
22 Unemployment Compensation or Workers' Compensation. ROP assumes the
23 full responsibility for the acts and/or omissions of his/her employees
24 or agents as they relate to the services to be provided under this
25 AGREEMENT. ROP shall assume full responsibility for payment of all
federal, state and local taxes or contributions, including unemployment

1 insurance, social security and income taxes with respect to ROP'S
2 employees.

3 5.0 HOLD HARMLESS.

4 A. SUPERINTENDENT agrees to and does hereby indemnify,
5 defend, and hold harmless ROP, its Governing Board, officers, agents
6 and employees from liability and claims of liability for bodily injury,
7 personal injury, sickness, disease, or death of any person or persons,
8 or damage to any property, real personal, tangible or intangible,
9 arising out of the negligent acts or omissions of employees, agents or
10 officers of SUPERINTENDENT or the Orange County Board of education
11 during the period of this AGREEMENT.

12 B. ROP agrees to and does hereby indemnify, defend, and hold
13 harmless SUPERINTENDENT, the Orange County Board of Education, and its
14 officers, agents and employees from liability and claims of liability
15 for bodily injury, personal injury, sickness, disease, or death of any
16 person or persons, or damage to any property, real personal, tangible
17 or intangible, arising out of the negligent acts or omissions of its
18 Governing Board, employees, agents or officers of ROP during the period
19 of this AGREEMENT.

20 6.0 NON-DISCRIMINATION. ROP agrees that it will not engage in unlawful
21 discrimination in employment of persons because of race, color,
22 religious creed, national origin, ancestry, physical handicap, medical
23 condition, marital status, or sex of such persons.

24 7.0 APPLICABLE LAWS. The services completed herein must meet the
25 approval of the SUPERINTENDENT and shall be subject to the
SUPERINTENDENT'S general right of inspection to secure the satisfactory

1 completion thereof. ROP agrees to comply with all federal, state and
2 local laws, rules, regulations and ordinances that are now or may in
3 the future become applicable to ROP, ROP'S business, equipment and
4 personnel engaged in operations covered by this AGREEMENT or accruing
5 out of the performance of such operations.

6 8.0 ASSIGNMENT. The obligations of the ROP pursuant to this AGREEMENT
7 shall not be assigned by the ROP without prior written approval of
8 SUPERINTENDENT.

9 9.0 INSPECTION AND AUDIT. The SUPERINTENDENT and the State of
10 California Department of Education and their respective authorized
11 agents, shall have access, for the purpose of audit or examination, to
12 any records of ROP pertinent to this AGREEMENT. ROP shall maintain
13 records of services provided and financial records for a period of four
14 (4) years, unless such period is waived by SUPERINTENDENT.

15 10.0 TOBACCO USE POLICY. In the interest of public health,
16 SUPERINTENDENT provides a tobacco-free environment. Smoking or the use
17 of any tobacco products are prohibited in buildings and vehicles, and
18 on any property owned, leased or contracted for by the SUPERINTENDENT
19 pursuant to SUPERINTENDENT Policy 400-7. Failure to abide with
20 conditions of this policy could result in the termination of this
21 AGREEMENT.

22 11.0 TERMINATION. This AGREEMENT may be terminated by SUPERINTENDENT
23 or ROP with or without cause, upon the giving of thirty (30) days prior
24 written notice to the other party.

25 12.0 NOTICE. All notices or demands to be given under this AGREEMENT
by either party to the other, shall be in writing and given either by:

1 (a) personal service or (b) by U.S. Mail, mailed either by registered
2 or certified mail, return receipt requested, with postage prepaid.
3 Service shall be considered given when received if personally served
4 or if mailed on the third day after deposit in any U.S. Post Office.
5 The address to which notices or demands may be given by either party
6 may be changed by written notice given in accordance with the notice
7 provisions of this section. As of the date of this AGREEMENT, the
8 addresses of the parties are as follows:

9 ROP: Coastline Regional Occupational Program
10 1001 Presidio Square
11 Costa Mesa, California 92626
12 Attn: Dr. Brian K. Dozer

11 SUPERINTENDENT: Orange County Superintendent of Schools
12 200 Kalmus Drive
13 P.O. Box 9050
14 Costa Mesa, California 92628-9050
15 Attn: Patricia McCaughey

14 13.0 NON WAIVER. The failure of SUPERINTENDENT or ROP to seek redress
15 for violation of, or to insist upon, the strict performance of any term
16 or condition of this AGREEMENT, shall not be deemed a waiver by that
17 party of such term or condition, or prevent a subsequent similar act
18 from again constituting a violation of such term or condition.

19 14.0 SEVERABILITY. If any term, condition or provision of this
20 AGREEMENT is held by a court of competent jurisdiction to be invalid,
21 void, or unenforceable, the remaining provisions will nevertheless
22 continue in full force and effect, and shall not be affected, impaired
23 or invalidated in anyway.

24 15.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall
25 be governed by the laws of the State of California with venue in Orange
County, California.

16.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the Parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by a written amendment executed by both Parties to the AGREEMENT.

IN WITNESS WHEREOF, the Parties hereto set their hands.

ROP: COASTLINE REGIONAL
OCCUPATIONAL PROGRAM

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

BY: *Brian K. Dozer*
Authorized Signature

BY: *Patricia McCaughey*
Authorized Signature

PRINT NAME: Brian K. Dozer

PRINT NAME: Patricia McCaughey

TITLE: Superintendent

TITLE: Executive Director

DATE: 09 / 02 / 2026

DATE: September 01, 2026

Coastline ROP - for SVUSD Students - (CAI)2.0-RSI-STATE- CareerEd(10009684)2026-27
ZIP 6

EXHIBIT “A”

Coastline ROP/Saddleback Valley USD-Scope of Work 2026-2027

- These funds will support the delivery of Related Supplemental Instruction (RSI) for our state-registered apprenticeship program, providing students with foundational and technical training for success in the construction industry.
- Students will develop industry-aligned competencies in safety, tool handling, blueprint reading, and basic construction practices, preparing them for on-the-job placement with Simon Builders.
- Students will learn multiple trades (electrical, HVAC, Carpentry)
- Coastline ROP will facilitate the CAI grant in support of the El Toro Construction pathway.
- Grant funds will remain dedicated to the pathway's successful implementation in partnership with SVUSD, OCDE, and Simon Builders.
- ROP and SVUSD will be providing Related Supplemental Instruction in one (1) program: Building Industry Technology Academy (BITA) pathway
- This program is looking to have around 32 students enrolled
- Any certifications apprentices will obtain?
- These classes are in person and will provide hands-on training
- Participants who will be taking these classes are from El Toro High School in SVUSD.
- Upon completion of this program, ROP and SVUSD will connect participants with employer partners and provide guidance on next steps toward employment and/or Registered Apprenticeship opportunities in the construction sector.
- ROP will support grant reporting and documentation needs.
- ROP and SVUSD will participate in regular check-ins with OCDE's Registered Apprenticeship Program.

Term:

- The Building Industry Technology Academy (BITA) program will run from August 20, 2026 to June 8, 2027

Title	Coastline ROP-for SVUSD students-(CAI)2.0-STATE-...
File name	Coastline_ROP-for...ed_Scope_WRK-.pdf
Document ID	944c846783c4d970c0b3b74b97c085f59787454e
Audit trail date format	MM / DD / YYYY
Status	Signed

Document History

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 SENT	08 / 25 / 2026 14:02:20 UTC-7	Sent for signature to Patricia McCaughey (pmccaughey@ocde.us) and Brian Dozer (bdozer@coastlinerop.net) from msolorzano@ocde.us IP: 104.249.123.184
 VIEWED	08 / 26 / 2026 05:48:33 UTC-7	Viewed by Patricia McCaughey (pmccaughey@ocde.us) IP: 104.249.123.184
 SIGNED	08 / 26 / 2026 05:48:43 UTC-7	Signed by Patricia McCaughey (pmccaughey@ocde.us) IP: 104.249.123.184
 VIEWED	08 / 26 / 2026 10:14:29 UTC-7	Viewed by Brian Dozer (bdozer@coastlinerop.net) IP: 104.249.92.68

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File name	Coastline_ROP-for...ed_Scope_WRK-.pdf
Document ID	944c846783c4d970c0b3b74b97c085f59787454e
Audit trail date format	MM / DD / YYYY
Status	 Signed

Document History



SENT

09 / 01 / 2026

15:09:31 UTC-7

A new document has been created based off of an existing document with ID 944c846783c4d970c0b3b74b97c085f59787454e
IP: 104.249.123.184



EDITED

09 / 01 / 2026

15:09:31 UTC-7

Edited by Maggie Solorzano (msolorzano@ocde.us)
IP: 104.249.123.184



REASSIGNED

09 / 01 / 2026

15:09:31 UTC-7

The document has been reassigned by Maggie Solorzano (msolorzano@ocde.us) from Patricia McCaughey (pmccaughey@ocde.us) to Brian Dozer (bdozer@coastlinerop.net)
IP: 104.249.123.184



RESENT

09 / 01 / 2026

15:09:31 UTC-7

Signature request resent by Maggie Solorzano (msolorzano@ocde.us)
IP: 104.249.123.184

Title	Coastline ROP-for SVUSD students-(CAI)2.0-STATE-...
File name	Coastline_ROP-for...ed_Scope_WRK-.pdf
Document ID	944c846783c4d970c0b3b74b97c085f59787454e
Audit trail date format	MM / DD / YYYY
Status	Signed

Document History



09 / 01 / 2026
15:09:31 UTC-7

Maggie Solorzano (msolorzano@ocde.us) removed
pmccaughey@ocde.us
IP: 104.249.123.184



09 / 02 / 2026
08:29:28 UTC-7

Viewed by Brian Dozer (bdozer@coastlinerop.net)
IP: 68.4.173.65



09 / 02 / 2026
08:35:16 UTC-7

Signed by Brian Dozer (bdozer@coastlinerop.net)
IP: 68.4.173.65



09 / 02 / 2026
08:35:16 UTC-7

The document has been completed.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 9, 2026

SUBJECT: OCDE Legal Services Engagement MOUs

Background and Rationale

Coastline ROP has used the Orange County Department of Education's Legal Department for legal advice and assistance with compliance and human resources matters. In order to continue to do so, OCDE has submitted two documents for board approval, as listed below.

The Legal Services Agreement - Identifies Coastline ROP as the client, describes the general scope of OCDE's legal services, and documents the professional relationship between OCDE attorneys and the ROP. The agreement clarifies the existing attorney-client relationship; it does not create obligations that would not otherwise exist.

The Informed Written Consent - Addresses circumstances under Rule 1.7 in which OCDE's institutional interests and an ROP's interests could become adverse, or in which representation could be materially limited. The consent process is designed to identify and resolve such issues early, before confidential information is exchanged or a matter has substantially progressed, so that OCDE and the ROP can determine whether representation may appropriately continue, whether further consent is required, or whether separate counsel is warranted.

These documents will cover any OCDE general legal services provided to Coastline ROP for the period October 1, 2026 through June 30, 2027.

Financial Implications

There is no financial impact.

Recommendation

It is respectfully recommended that the Board of Trustees approve the agreement with OCDE for legal services.



STEFAN BEAN, Ed.D.
County Superintendent of Schools

200 Kalmus Drive
P. O. Box 9050
Costa Mesa, CA 92626-9050

(714) 966-4220
(714) 434-4945 fax

SCHOOLS LEGAL SERVICE

GREGORY J. ROLAN
General Counsel

CLAIRE Y. MOREY
LYSA M. SALTZMAN
RUTH D. BREWDA
CARL J. PIPER
Counsel

DEVON ATKINSON
Paralegal

September 18, 2026

[District Name]
[Address 1]
[Address 2]

Attn: [Superintendent Name / Board President], [Title]

Re: Engagement of the Orange County Department of Education, Office of General Counsel –
General Legal Services

Dear [Name]:

The Orange County Superintendent of Schools, more commonly referred to as the Orange County Department of Education (“OCDE”), through its Office of General Counsel, is pleased to continue providing legal support to [District Name] (the “District”). This letter sets forth the terms of OCDE’s engagement to provide general legal services to the District for the period October 1, 2026 through June 30, 2027 (the “Engagement”).

1. Identification of Client

For purposes of the Engagement, our client is [District Name], acting through its Governing Board and its authorized administrative officials, and not any individual board member, officer, employee, or other person affiliated with the District. See Rule 1.13, California Rules of Professional Conduct. The Office of General Counsel’s representation of the District under this Engagement is separate from its representation of OCDE and the Orange County Board of Education (“OCBE”), and the Office of General Counsel owes the District the professional duties arising from that attorney-client relationship.

2. Scope of Representation

During the term of this Engagement, OCDE’s Office of General Counsel may provide general legal services to the District on matters requested by the District’s Governing Board or authorized administrative officials and accepted by the Office of General Counsel. General legal services may include legal advice, consultation, research, document review and drafting, and other routine legal assistance concerning matters affecting the District. The Office of General Counsel retains discretion to determine whether a particular request falls within the scope of this Engagement and whether the Office of General Counsel can undertake the matter consistent with

its professional obligations, available resources, and responsibilities to other clients. Representation in litigation, administrative proceedings, or other matters requiring a separate or more specific engagement will be confirmed in writing as appropriate.

3. Disclosure of Simultaneous Representation of OCDE and Other Clients

Please be advised that OCDE's Office of General Counsel simultaneously serves as legal counsel to OCDE, OCBE, or other clients and may additionally represent, or in the future undertake to represent, other school districts within Orange County. Consistent with Rule 1.7 of the California Rules of Professional Conduct, we will not undertake or continue this Engagement if we determine there is a significant risk that our representation of the District will be materially limited by our responsibilities to OCDE or to another client, unless that conflict is waived in writing by all affected clients in accordance with Rule 1.7. Where such a conflict arises during the course of this Engagement, we will notify the District promptly and, as appropriate, decline further participation in the matter, withdraw from representation, or recommend that the District retain independent outside counsel.

4. Confidentiality

Information the District shares with us in connection with this Engagement is protected by the attorney-client privilege, and by our duty of confidentiality under Business and Professions Code section 6068(e)(1) and Rule 1.6 of the California Rules of Professional Conduct. We will maintain the District's information in a file segregated from OCDE's own institutional files and from the files of any other represented district, and will not disclose it to OCDE officials, to another represented district, or to any third party without the District's informed consent, except as required by law.

5. No Charge for Legal Services

OCDE will provide the general legal services covered by this Engagement without charge to the District. The District will not be billed for attorney or staff time provided under this Engagement. If a requested matter requires the District to incur third-party costs or expenses, or would require services outside the scope of this Engagement, OCDE will notify the District before such costs, expenses, or additional services are undertaken.

6. Term and Termination

This Engagement begins October 1, 2026 and expires June 30, 2027, unless earlier terminated. Either party may terminate this Engagement at any time upon written notice, subject to Rule 1.16 of the California Rules of Professional Conduct and any obligation to protect the District's interests during the transition, including providing reasonable notice and assistance in transitioning an active matter to successor counsel. Any continuation of legal services after June 30, 2027 will be subject to a new or renewed Engagement.

7. Conflict Waiver

[If a conflict affecting this Engagement has been identified and waived, attach the executed Waiver of Conflict of Interest and Informed Written Consent as Exhibit A and reference it here. If no conflict has been identified as of the date of this letter, this section may be omitted.]

Please indicate the District's agreement to the terms of this Engagement by signing below and returning a copy of this letter to my attention.

Sincerely,

Gregory J. Rolen
General Counsel
Orange County Department of Education

AGREED AND ACCEPTED:

[District Name]

By: _____
Signature

Name:

Title:

Date:



STEFAN BEAN, Ed.D.
County Superintendent of Schools

200 Kalmus Drive
P. O. Box 9050
Costa Mesa, CA 92626-9050

(714) 966-4220
(714) 434-4945 fax

SCHOOLS LEGAL SERVICE

GREGORY J. ROLEN
General Counsel

CLAIRE Y. MOREY
LYSA M. SALTZMAN
RUTH D. BREWDA
CARL J. PIPER
Counsel

DEVON ATKINSON
Paralegal

September 18, 2026

PRIVILEGED & CONFIDENTIAL CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

[District Name]
[Address 1]
[Address 2]

Attn: [Superintendent Name / Board President], [Title]

Re: Legal Representation – Informed Written Consent

Dear [Name]:

I. PURPOSE OF THIS LETTER

The Orange County Department of Education Office of General Counsel (the “Office”) has been asked to represent both _____ (“Client A”) and _____ (“Client B”) in connection with [describe the specific matter and proposed scope of representation] (the “Matter”). The Office may already represent, or have represented, each client in this or other matters.

This letter explains the relevant circumstances, the risks of representing both clients at once, and the reasonably available alternatives, so each client can decide whether to give informed written consent. The Office will not begin or continue the joint representation unless each client consents, and the Office determines the representation is permitted by law and by the Office's professional obligations.

II. CLIENTS AND SCOPE OF REPRESENTATION

The Office would represent Client A and Client B as separate organizational clients, each acting through its duly authorized representatives. The Office does not represent any individual board member, officer, employee, parent, student, contractor, or other constituent of either client unless a separate written agreement expressly says so.

The representation is limited to: *[state, with reasonable specificity, the services, issues, proceedings, transactions, claims, or advice included]* _____

_____. The representation does not include: *[identify what is excluded, including any issues on which the clients may be adverse]* _____

_____. Any change to this scope must be confirmed in writing.

III. RELEVANT CIRCUMSTANCES AND POTENTIAL CONFLICT

[Describe the facts that create a common interest and the facts that create actual or reasonably foreseeable adversity. Identify each client's objectives, positions, exposure, and any relationship between the Office and a party, witness, or other counsel that must be disclosed. Include everything necessary for an informed decision, and do not disclose one client's protected information without authorization.] _____

Based on information presently known, [state whether the interests are aligned, potentially divergent, or directly adverse, and explain why]. The Office has concluded that [Rule 1.7(a), 1.7(b), and/or 1.7(c)] applies because *[matter-specific explanation]* _____

IV. MATERIAL RISKS AND FORESEEABLE CONSEQUENCES

Joint representation can offer coordination, efficiency, and consistency. It also creates material risks, including the following:

- The Office's duty of loyalty to one client may limit the advice, strategies, or options it can offer the other client.
- Differences may develop over facts, objectives, responsibility, allocation of liability or expense, settlement, disclosure, testimony, or governance.
- Information one jointly represented client gives the Office ordinarily must be shared with the other. The Office cannot agree to withhold material information from one client at the other's request; if asked to do so, the Office may have to withdraw.
- Under Evidence Code section 962, one joint client generally cannot assert the attorney-client privilege against the other in a later dispute between them over matters discussed during the joint representation.
- The Office may be unable to advocate one client's preferred position, pursue a claim against the other client, or negotiate between the clients as an advocate for either side.
- If interests materially diverge, consent is withdrawn, or continued representation becomes prohibited, the Office may have to withdraw from representing one or both clients, which can cause delay, added cost, or loss of counsel familiar with the Matter. The Office will take reasonable steps to limit foreseeable prejudice.
- *[Add any other matter-specific risk. Remove any bullet above that does not apply, but do not omit a material risk.]* _____

V. ALTERNATIVES

Each client may decline joint representation and retain separate counsel; retain separate counsel now for advice about this consent while otherwise using the Office; limit the Office's role to issues on which the clients' interests align; or pursue another arrangement suited to the Matter. Separate counsel offers undivided loyalty and independent advice but may cost more or add coordination burdens. Each client is encouraged to consult independent counsel before deciding, and has had a reasonable opportunity to do so.

VI. CONDITIONS AND LIMITS OF CONSENT

A. Scope of this Consent.

This consent applies only to the Matter and circumstances described in this letter. It is not a blanket or advance waiver of unrelated or unidentified conflicts.

B. Competence and Non-Waivable Limits.

The Office reasonably believes it can represent each client competently and diligently. Consent does not authorize representation that the law prohibits, or a claim by one jointly represented client against the other in the same proceeding. No consent waives any non-waivable duty under the California Rules of Professional Conduct, Government Code sections 1090 et seq., the Political Reform Act, or other applicable conflict-of-interest, confidentiality, governance, or contracting law.

C. Ongoing Reassessment.

The Office will reassess conflicts as circumstances develop. A material change may require additional disclosure and renewed written consent. If disclosure becomes legally prohibited, a conflict becomes non-consentable, or the Office can no longer represent each client competently and diligently, it will not undertake or continue the joint representation.

D. Revocation.

Subject to applicable law and any required tribunal approval, each client may revoke its consent prospectively by written notice. Revocation may require the Office to withdraw and does not undo work already performed or disclosures already made. If withdrawal occurs, the Office will continue to protect confidential information as required by law.

VII. DECISION AND CONSENT

Please review this letter, complete any bracketed matter-specific provisions, and consult independent counsel if desired. If the terms accurately describe the proposed representation and your organization chooses to consent, an authorized representative should sign the acknowledgment below. Each client will receive a fully executed copy.

VIII. ACKNOWLEDGMENT AND INFORMED WRITTEN CONSENT

Each undersigned certifies that they are authorized to act for the identified organizational client concerning this representation. After reviewing this disclosure, including the relevant circumstances, material risks, foreseeable consequences, and available alternatives, each client: (1) acknowledges a reasonable opportunity to ask questions and consult independent counsel; (2) understands that the Office represents both clients in the Matter on the stated terms; (3) agrees to the information-sharing terms above; and (4) knowingly and voluntarily gives informed written consent to the joint representation described in this letter.

Client A	Client B
<i>[Full legal name of Client A]</i>	<i>[Full legal name of Client B]</i>
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Independent counsel consulted: Yes / No / Declined	Independent counsel consulted: Yes / No / Declined

Sincerely,



Gregory J. Rolen, General Counsel
Orange County Department of Education

AGREED AND ACCEPTED:

[District Name]

By: _____
Signature

Name:

Title:

Date:

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 9, 2026

SUBJECT: Vital Link Career Exploration Exhibit Days Memoranda of Understanding (MOU) Amendment

Background and Rationale

This amendment to the MOU approved at the August 2026 board meeting includes additional Vital Link responsibilities requested by Coastline ROP after consultation with our district partners. These additional responsibilities were identified as necessary following discussion on the 2026-2027 MOU for the Exhibit Days program.

Financial Implications

There is no further financial impact of the amendment.

Recommendation

It is respectfully recommended that the Board of Trustees approve the amendment to the Memorandum of Understanding for 2026-2027.

Vital Link Amendment To MOU For Middle School Career Exploration

This Amendment modifies the agreement between Vital Link and Coastline ROP for Middle School Career Exploration Support Services for the 2026–2027 program year.

Amended responsibilities for Vital Link include:

- **Exhibit Operator Training:** Vital Link will provide training to individual Vital Link team members responsible for leading each exhibit, with a focus on the career pathway represented by their assigned exhibit. Training will support consistent and accurate communication of career and pathway information to participating students.
- **Student Behavior Reporting Guidance:** Vital Link will provide guidance to exhibit leads regarding the appropriate process for reporting student misbehavior or behavioral concerns to designated school personnel. School personnel will remain responsible for addressing student discipline in accordance with school and district policies.
- **Advance Exhibit Overviews:** Vital Link will provide school contacts with an overview of the individual career exploration exhibits scheduled for their site in advance of the applicable exhibit day to support school preparation and awareness of the activities being presented.
- **Connection to Coastline ROP Classes and Pathways:** Vital Link will explicitly connect individual career exploration exhibits to related Coastline ROP classes and programs. This may include displaying or distributing relevant Coastline ROP program materials at corresponding exhibits, such as providing Coastline ROP Cosmetology program information at the cosmetology exhibit.
- **Twice-Monthly Schedule Updates:** Vital Link will provide Middle School Career Exploration exhibit-day schedule updates to designated steering committee members twice per month. These updates will include upcoming exhibit dates and participating school sites to provide steering committee members with opportunities to attend exhibit days hosted by other participating districts.
- **Industry and Education Information:** Vital Link will provide information on projected future workforce needs, relevant college majors, and related courses for each industry to help teachers prepare students. This information will be provided in a timely manner, well in advance of the applicable exhibit day.
- **Interactive Exhibit Identification:** Vital Link will make exhibit booths interactive and age-appropriate for middle school students where applicable. Exhibits will be identified as either "Interactive" or "Informational" to help school sites select exhibits that best meet their needs.
- **Visual Aids and Career Content:** Vital Link will enhance exhibit booths with visual aids, including monitors with relevant industry and career content where appropriate, to help students better understand careers and make job roles less abstract.
- **Survey Development:** Vital Link will develop survey questions with input from participating district educators to help ensure survey content and language are appropriate for middle school students.



The modifications listed above are the only changes to the original MOU. All other terms and conditions will remain unchanged and proceed as outlined in the original MOU. By signing below, both parties acknowledge and agree to these modifications.

Vital Link

Name: _____

Title: _____

Signature: _____

District

Name: _____

Title: _____

Signature: _____



1001 Presidio Square, Costa Mesa, CA 92626 · (714) 979-1955 · www.coastlinerop.org Brian K. Dozer, D. Mgt.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 16, 2025

SUBJECT: Amendment to Employment Contract – Dr. Brian Dozer

It is proposed to extend the Superintendent's contract by one year and increase the Superintendent's annual salary to Step E, retroactive to July 1, 2026. The new end date of the contract will be June 30, 2029.

It is respectfully recommended that the Board of Trustees approve the advancement to Step E of the step salary schedule and 1-year extension.



TO: Board of Trustees

FROM: Brian Dozer

DATE: October 16, 2025

SUBJECT: Amendment to Employment Contract – Dr. Krista Schweers-Ganga

It is proposed to extend the Director of Educational Services contract by one year and increase the Director's annual salary to Step E, retroactive to July 1, 2026. The new end date of the contract will be June 30, 2029.

It is respectfully recommended that the Board of Trustees approve the advancement to Step E of the step salary schedule and 1-year extension to Dr. Schweers-Ganga's contract.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 16, 2025

SUBJECT: Amendment to Employment Contract – Ms. Brenda Savedra

It is proposed to extend the Director of Business Services contract by one year and increase the Director's annual salary to Step F, retroactive to July 1, 2026. The new end date of the contract will be June 30, 2029.

It is respectfully recommended the Board of Trustees approve the advancement to Step F of the step salary schedule and 1-year extension to Ms. Savedra's contract.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 16, 2025

SUBJECT: Amendment to Employment Contract – Ms. Siteria Edwards

It is proposed to extend the Director of Human Resources contract by one year and increase the Director's annual salary to Step F, retroactive to July 1, 2026. The new end date of the contract will be June 30, 2029.

It is respectfully recommended that the Board of Trustees approve the advancement to Step F of the step salary schedule and 1-year extension to Ms. Edwards' contract.

**COASTLINE ROP
REGULAR BOARD MEETING
Minutes
September 10, 2026**

The Board of Trustees of Coastline ROP met in regular session on September 10, 2026, at Estancia High School, Room 207, 2323 Placentia Ave., Costa Mesa, CA 92627. The meeting was called to order at 8:45 a.m. by Krista Weigand.

Present Members

Lynn Davis
Krista Weigand
Suzie Swartz
Lauren Brooks

Other

Brian Dozer
Krista Ganga
Siteria Edwards
Brenda Savedra
Izzy Burdge

Amy Paulsen
Keith Carmona
Brandee Ramirez
James Newton
Lisa Snowden

Rachel Kloppenburg
James Piccola
Gina Escobar
Austin Hofmann
Amanda Saliba

Rosy Kovatch
Irma Villa
Michelle Arce

CLOSED SESSION

There was nothing to report out of closed session. Open session convened at 9:37 a.m.

**ADOPTION OF
AGENDA**

It was moved by Member Brooks, seconded by Member Swartz, to adopt the agenda as presented. Motion carried 4-0.

**SUPERINTENDENT'S
REPORT**

Dr. Brian Dozer greeted President Davis, Trustees, members of the Steering Committee, and guests.

He was happy to report that Coastline ROP received notification this week that its 2026-2027 budget had been approved. He thanked Brenda Savedra and her staff for their diligence and excellent work creating the budget.

He was also happy to report that they are making significant progress on getting their backlog of teachers their credentials and into the classrooms. There are still a few that are held up by clearances from the state, but he expects those to keep coming through.

Last month he reported that they had received their notification from WASC to select their visit dates for reaccreditation in 2028. Their in-person visit will be April 24-26, 2028. They only have 594 days to get ready, but he is sure they can pull it off.

The 2026 legislative session is over, and he gave updates on the bills they have been following:

First, AB 917 (Ávila Farias), which would remove the current law exemption for LEAs with an average daily attendance of 250 or less from the requirement to make a certificated employee permanent and also require service as an instructor at a regional occupational center or program run by any district or county office of education to count towards establishing the instructor's permanent status now sits on the governor's desk. Previously, a similar bill was vetoed.

AB 1590 (Ransom), which would require state agencies to revise the CTEIG formula to ensure that all the funding appropriated by the Legislature and Governor is allocated to LEAs to provide CTE programs for students also sits on the governor's desk. They are hopeful he will sign it.

September 30 is the constitutional deadline for the governor to sign or veto these bills.

Lastly, Dr. Dozer wished to remind everyone of their upcoming Partner Recognition Night at Mesa Water District on September 24. This event is dedicated to recognizing the businesses and industry professionals whose partnership makes career-connected learning possible for their students. He hopes they can join them at this event.

In closing, he thanked each of their districts for hosting Coastline ROP on this board meeting road show. He appreciated them opening their schools and providing such fantastic hospitality. He thinks it is this spirit of collaboration and sharing that is a hallmark of the strength of our partnership.

EDUCATIONAL SERVICES' REPORT

Before Dr. Krista Schweers-Ganga started her report, she shared a quick fun fact since they were at Estancia – she and Gina Escobar both taught there together more than 10 years ago, and this was where their friendship started. They've come a long way since their Estancia teaching days, but apparently, they still can't get rid of each other!

They officially wrapped up the launch of their final classes and last-minute hires for the 2026–2027 school year! Opening a new school year was truly an all-hands-on-deck effort. Her deepest gratitude went to the entire Presidio team for consistently stepping up and going above and beyond.

They are currently preparing for Round 9 of the K12 Strong Workforce Program, which is due on October 2. Next week, she will be meeting with representatives from their partner districts to review regional workforce priorities, discuss needs across their CTE programs, and finalize the focus of their consortium proposal. These collaborative conversations are an important part of making sure their proposal reflects the needs of all four districts while aligning with Orange County's workforce priorities and creating meaningful opportunities for students.

They also received the first draft of their instructional services agreement with Orange County Probation for the development of a new performing arts program. This is an exciting step forward in expanding their partnership and creating additional opportunities for students served through the county's juvenile justice programs. They are currently reviewing the draft and working through the details with their partners before bringing the final agreement forward for approval.

At the end of this month, they'll host their first Teacher Induction Program workshop of the year, and they're trying something a little different this year. Rather than having their administrative team lead the workshops, they'll be utilizing their teacher mentors to take a more active role in presenting and facilitating the sessions. Mentors bring valuable classroom experience and understand firsthand the unique transition from industry professional to CTE teacher. They're excited to give them an opportunity to share their expertise while providing the newer teachers with practical strategies, support, and the perspective of their peers.

They are also beginning recruitment for their 26–27 Student Ambassador Program. Students will be interviewed and selected this month, followed by orientation in October and monthly meetings throughout the school year. Their ambassadors provide an important student voice for Coastline ROP and help share the impact of CTE with students, families, schools, and community partners.

Next month will be a busy month for outreach as well, with Coastline ROP participating in career fairs throughout their partner districts. These events provide an excellent opportunity for students and families to learn about their programs, meet their Career Specialists, and explore the many pathways available to them through CTE.

While September may look a little quieter on the events calendar, there is a tremendous amount happening behind the scenes. Between grant development, new partnership development, professional development, supporting their new teachers, preparing for career fairs, and launching their Student Ambassador Program, the Educational Services team is laying the groundwork for a busy and productive fall.

**BOARD MEETING
DATE/TIME CHANGES**

It was moved by Member Swartz, seconded by Member Weigand, to move the Thursday, October 15, 2026, meeting to Friday, October 16, 2026. Motion carried 4-0.

**2025-2028 STRATEGIC
PLAN – YEAR 2
UPDATE AND KPIS**

It was moved by Member Swartz, seconded by Member Weigand, to approve the 2025-2028 Strategic Plan – Year 2 Update and KPIS. Motion carried 4-0.

**2025-2026 UNAUDITED
ACTUALS REPORT**

It was moved by Member Swartz, seconded by Member Brooks, to approve the 2025-2026 Unaudited Actuals Financial Report. Motion carried 4-0.

**QUARTERLY REPORT
OF INVESTMENT
PERFORMANCE**

Brenda Savedra updated the board on investments.

**LEARNING GENIE
PROPOSAL**

It was moved by Member Swartz, seconded by Member Weigand, to approve the Learning Genie Proposal. Motion carried 4-0.

**BOARD POLICIES
UPDATES – AUGUST**

It was moved by Member Brooks, seconded by Member Swartz, to globally adopt the following updated policies from CSBA's August

2026

2026 Update: BP 0410 Nondiscrimination in ROP Programs and Activities, BP 1312.3 Uniform Complaint Procedures, BP 5020 Parent Rights and Responsibilities, BP 5125 Student Records, BP 5131.8 Mobile Communication Devices, and BP 5145.3 Nondiscrimination/ Harassment. Motion carried 4-0.

CONSENT CALENDAR

It was moved by Member Brooks, seconded by Member Swartz, to approve the consent calendar, without item number 21, MOU with University Lab Partners for MIRE 2: Advanced Medical Innovation, Research, and Entrepreneurship. Motion carried 4-0.

- Minutes from August 20, 2026, Board of Trustees meeting
- Ratification of purchase order and change order reports – August 10, 2026 – August 30, 2026
- Ratification of check report – August 10, 2026 – August 30, 2026
- Career Pathway Exploration (Estancia Wheel) New Course Approval
- New Internships
- Business Associate Agreement between Coastline ROP and Keenan & Associates
- Coastline ROP Staff Rosters
- English language learner waiver listing
- Personnel Register #3 – 2026-2027 (Approval of employee appointments, releases, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval of travel and conference report

Item 21 was removed from consideration due to low enrollment and postponed to a future date.

ADJOURNMENT

It was moved by Member Weigand, seconded by Member Brooks, to adjourn the meeting. Motion carried 4-0.

The meeting adjourned at 10:20 a.m.

Clerk/Secretary

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/16/2026

FROM 08/31/2026 TO 10/04/2026

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
Y95A0027	ORANGE COUNTY DEPARTMENT OF ED	8,000.00	8,000.00	0100006408 5800	GEN FUND BS SCHL ADMIN / PROF - CONSULTING & OPE
Y95A0028	PARENTS SQUARE INC	3,900.00	3,900.00	0163876210 5800	CTEIG ROP EDSV SCH ADMN / PROF - CONSULTING
Y95A0029	THE CHAMBER NEWPORT BEACH	450.00	450.00	0163886212 5395	SWP COORD EDSV OTH INS RESC / MEMBERSHIPS -
Y95A0030	NC3	500.00	500.00	0163871501 5800	CTEIG IUSD IHS TRANSP INST / PROF - CONSULTING
Y95A0031	EMICS INC DBA INFORMED K12	18,000.00	18,000.00	0100006501 5895	GEN FUND IT DATA PROC SERV / OTH CONTR
Y95A0032	CHRISTY WHITE	4,950.00	4,950.00	0100006104 5860	GEN FUND SUP EXT FIN AUDIT OTH / FISCAL AUDIT
Y95A0033	LEARNING GENIE INC	10,080.00	10,080.00	0163876224 5800	CTEIG ROP EDSV INST / PROF - CONSULTING & OPE
Y95A0034	WESTERN ASSOCIATION OF SCHOOLS	1,310.00	1,310.00	0100006102 5395	GEN FUND SUP SUPERINTENDENT / MEMBERSHIPS
Y95A0035	GETMARKED INC	1,857.00	1,857.00	0163876225 5888	CTEIG ROP EDSV OTHER INST / Internet -
Y95C0016	NICOLE MCNIFF	309.00	309.00	0100006204 5800	GEN FUND EDSV INST STAFF DEV / PROF -
Y95C0017	COASTLINE ROP REVOLVING CASH F	25.00	25.00	0100006401 5800	GEN FUND BS FISCAL SERVICES / PROF -
Y95C0018	F & M CREDIT CARD	39.90	39.90	0100006102 5940	GEN FUND SUP SUPERINTENDENT / Communications -
Y95C0019	F & M CREDIT CARD	2,765.84	2,765.84	0100006400 4300	BUS SVCS HOLDING ACCOUNT / MATERIALS &
Y95C0020	F & M CREDIT CARD	7.52	7.52	0100006501 5889	GEN FUND IT DATA PROC SERV / INTERNET-BASED
Y95C0021	COASTLINE ROP REVOLVING CASH F	15.00	15.00	0100000001 8699	GEN FUND REVENUE / ALL OTHER LOCAL REVENUE
Y95C0022	SECURE LIVE SCAN	618.00	618.00	0163870901 5850	CTEIG IUSD CSHS MEDI INST / FINGERPRINTING -
Y95C0023	SECURE LIVE SCAN	420.00	420.00	0163870903 5850	CTEIG SVUSD LHHS MEDI INST / FINGERPRINTING -
Y95C0024	HOPSKIPDRIVE INC	136.50	136.50	0163870939 5800	CTEIG IUSD MEDI INST / PROF - CONSULTING & OPE
Y95C0025	DEPT OF JUSTICE	891.00	891.00	0190150901 5850	OCCF ROP MEDI INST / FINGERPRINTING - BCKGRN
Y95C0026	C.J. NORD DBA SUPPLY CHAINS FO	3,995.00	3,995.00	0163880411 5888	SWP PY VIRT BUS INST / Internet - Software/Licenses
Y95C0027	SOUTH ORANGE COUNTY CCD	12,500.43	12,500.43	0190150901 5800	OCCF ROP MEDI INST / PROF - CONSULTING & OPE
Y95R0059	HOME DEPOT CREDIT SERVICES	599.24	599.24	0100050301 4400	LOTTERY NMUSD CONST INST /
Y95R0060	CALCP/CAROCF CONFERENCE	1,500.00	1,500.00	0163876224 5220	CTEIG ROP EDSV INST / CONFERENCES & MEETING
Y95R0061	CALCP/CAROCF CONFERENCE	500.00	500.00	0163876223 5220	CTEIG EDSV INST SUP / CONFERENCES & MEETING
Y95R0062	CALCP/CAROCF CONFERENCE	500.00	500.00	0163876223 5220	CTEIG EDSV INST SUP / CONFERENCES & MEETING
Y95R0063	CALCP/CAROCF CONFERENCE	500.00	500.00	0163876201 5220	CTEIG ROP EDSV OTH INST RES / CONFERENCES &

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 10/16/2026

FROM 08/31/2026

TO10/04/2026

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
Y95R0064	F & M CREDIT CARD	489.46	489.46	0100006506 4330	GEN FUND MF MAINTENANCE / Office Supplies-
Y95R0065	KENDALL HUNT PUBLISHING	2,967.01	2,967.01	0190110901 4110	ELL ROP MEDI INST / TXTBKS - Instr
Y95R0066	B & H PHOTO	3,227.31	3,227.31	0163870202 4300	CTEIG IUSD PHS AME INST / MATERIALS & SUPPLIE
Y95R0067	CALCP/CAROCF CONFERENCE	500.00	500.00	0163876224 5220	CTEIG ROP EDSV INST / CONFERENCES & MEETING
Y95R0068	AMAZON	30.16	30.16	0100019915 4300	CS TUSD THS OTHR PUP SVCS / MATERIALS &
Y95R0069	AMAZON	623.87	623.87	0100006302 4330	GEN FUND HR PERSONNEL / Office Supplies-Consumab
Y95R0070	BEST LIMOUSINES & TRANSPORTATI	3,064.32	3,064.32	0100046201 5800	BILL B ED SVCS INST / PROF - CONSULTING & OPE
Y95R0071	AMAZON	60.54	60.54	0163886203 4300	SWP COOR EDSV INST ADMIN SP / MATERIALS &
Y95R0073	ALONTI CATERING	1,014.07	1,014.07	0163886203 4360	SWP COOR EDSV INST ADMIN SP / REFRESHMENTS
Y95R0074	TUSTIN AWARDS INC	159.47	159.47	0163886203 4330	SWP COOR EDSV INST ADMIN SP / Office Supplies-
Y95R0075	ACTE	640.00	640.00	0100006102 5220	GEN FUND SUP SUPERINTENDENT / CONFERENCES
Y95R0076	F & M CREDIT CARD	1,324.62	1,324.62	0163876201 5220	CTEIG ROP EDSV OTH INST RES / CONFERENCES &
Y95R0077	F & M CREDIT CARD	91.18	47.68	0100006508 4330	GEN FUND MF OPERATIONS / Office Supplies-
			43.50	0100006508 5800	GEN FUND MF OPERATIONS / PROF - CONSULTING &
Y95R0078	CALCP/CAROCF CONFERENCE	750.00	750.00	0163876224 5220	CTEIG ROP EDSV INST / CONFERENCES & MEETING
Y95R0079	AMAZON	65.31	65.31	0163889941 4330	SWP PY LHHS ACROSS DIST / Office Supplies-
Y95R0080	B & H PHOTO	113.12	113.12	0163870217 4300	CTEIG IUSD WHS AME INST / MATERIALS & SUPPLIE
Y95R0081	LOWES	1,992.30	1,992.30	0163871003 4490	CTEIG IUSD NWHS HOSP INST / NON CAP EQUIP -
Y95R0082	AMAZON	359.70	359.70	0163880226 4300	SWP PY HVHS DMA INST / MATERIALS & SUPPLIES
Y95R0083	SOUTHERN CALIFORNIA NEWS GROUP	1,029.25	1,029.25	0100006103 5840	GEN FUND SUP BOARD / ADVERTISING - MARKETIN
Y95R0084	CENGAGE LEARNING	26,334.00	4,434.46	0163870901 4110	CTEIG IUSD CSHS MEDI INST / TXTBKS - Instr
			42.32	0163870901 5889	CTEIG IUSD CSHS MEDI INST / INTERNET-BASED
			6,521.27	0163870910 4110	CTEIG NMUSD ESHS MEDI INST / TXTBKS - Instr
			62.24	0163870910 5889	CTEIG NMUSD ESHS MEDI INST / INTERNET-BASED
			6,521.27	0163870911 4110	CTEIG NMUSD CMHS MEDI INST / TXTBKS - Instr
			62.24	0163870911 5889	CTEIG NMUSD CMHS MEDI INST / INTERNET-BASED
			4,434.46	0163870932 4110	CTEIG TUSD BHS MEDI INST / TXTBKS - Instr
			42.32	0163870932 5889	CTEIG TUSD BHS MEDI INST / INTERNET-BASED
			4,173.60	0163870948 4110	CTEIG SVUSD SVHS MEDI INST / TXTBKS - Instr

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/16/2026

FROM 08/31/2026 TO 10/04/2026

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
Y95R0084	*** CONTINUED ***				CTEIG SVUSD SVHS MEDI INST / INTERNET-BASED
Y95R0085	F & M CREDIT CARD	299.00	39.82	0163870948 5889	SWP COORD EDSV OTH INS RESC / CONFERENCES &
Y95R0086	VITAL LINK ORANGE COUNTY	105,000.00	299.00	0163886212 5220	SWP PY1 EDSV INST / PROF - CONSULTING & OPER
Y95R0087	LAKESHORE LEARNING MATERIALS	61.38	105,000.00	0163886215 5800	CTEIG IUSD WHS AME INST / MATERIALS & SUPPLIES
Y95R0088	TUSTIN AWARDS INC	172.41	61.38	0163870217 4300	GEN FUND OTHR PUP SVCS / Office Supplies-Consumables
Y95R0090	FILM TOOLS	1,713.23	29.38	0100006201 4330	GEN FUND EDSV SUP/ADMIN / Office Supplies-
Y95R0091	ULINE	626.84	44.45	0100006202 4330	CS OC PROBATION PUP SVCS / Office Supplies-
Y95R0092	ORANGE COUNTY DEPARTMENT OF ED	808.13	98.58	0101109901 4330	CTEIG IUSD PHS AME INST / NON CAP EQUIP - OTHER
Y95R0093	B & H PHOTO	6,086.40	1,713.23	0163870202 4490	CTEIG IUSD CSHS CONST INST / MATERIALS &
Y95R0094	AMAZON	337.86	626.84	0163870301 4300	GEN FUND EDSV INST SUP / Office Supplies-Consumables
Y95R0095	AMAZON	40.19	808.13	0100006203 4330	CTEIG IUSD PHS AME INST / MATERIALS & SUPPLIES
Y95R0096	AMAZON	128.22	6,086.40	0163870202 4300	CTEIG IUSD WHS AME INST / MATERIALS & SUPPLIES
Y95R0097	CDW GOVERNMENT	295.89	337.86	0163870217 4300	CS NMUSD MTVHS OTHR PUP SVCS / Office Supplies-
Y95R0098	MEDICAL DISCOUNT MARKETING	120.00	40.19	0100019919 4330	CTEIG IUSD WHS AME INST / MATERIALS & SUPPLIES
Y95R0099	DRUNK BUSTERS OF AMERICA LLC	584.00	128.22	0163870217 4300	CS NMUSD CMHS OTHR PUP SVCS / NON INSTR
Y95R0100	OCSBA	130.00	295.89	0100019910 4335	CTEIG ROP MEDI INST / MATERIALS & SUPPLIES
Y95R0101	BACKYARD BRAINS	965.45	120.00	0163870904 4300	CTEIG NMUSD CHS PUB SRV INST / MATERIALS &
Y95R0102	ACTE	640.00	584.00	0163871427 4300	GEN FUND SUP SUPERINTENDENT / CONFERENCES
Y95X0047	OCCUPATIONAL HEALTH CENTERS OF	1,000.00	65.00	0100006102 5220	GEN FUND HR PERSONNEL / CONFERENCES &
Y95X0048	NEWPORT MESA UNIFIED SD	57,600.00	65.00	0100006302 5220	CTEIG TUSD THS MEDI INST / MATERIALS & SUPPLIES
Y95X0049	MICRO CENTER A/R	1,500.00	965.45	0163870907 4300	CTEIG EDSV INST SUP / CONFERENCES & MEETINGS
Y95X0050	F & M CREDIT CARD	2,548.50	640.00	0163876223 5220	GEN FUND HR PERSONNEL / PHYSICAL
			1,000.00	0100006302 5892	GEN FUND MF OPERATIONS / UTILITIES -
			48,000.00	0100006508 5520	GEN FUND MF OPERATIONS / UTILITIES - WATER
			4,200.00	0100006508 5530	GEN FUND MF OPERATIONS / TRASH COLLECTION
			5,400.00	0100006508 5570	GEN FUND IT DATA PROC SERV / Office Supplies-
			1,500.00	0100006501 4330	GEN FUND IT DATA PROC SERV / Internet -

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 10/16/2026

FROM 08/31/2026 TO 10/04/2026

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
Y95X0051	AMAZON	500.00	500.00	0100006506 4330	GEN FUND MF MAINTENANCE / Office Supplies-
Fund 01 Total:		300,362.62			
Total Amount of Purchase Orders:		300,362.62			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS

BOARD OF TRUSTEES 10/16/2026

FRO 08/31/2026 TO 10/04/2026

PO NUMBER	VENDOR	PO TOTAL	CHANGE ACCOUNT AMOUNT	NUMBER	PSEUDO / OBJECT DESCRIPTION
Y95R0022	SNAP ON TOOLS	239.85	+99.07	0163871501 4300	CTEIG IUSD IHS TRANSP INST / MATERIALS &
Y95R0036	NORTH AMERICAN RESCUE LLC	1,420.51	+37.00	0163870907 4300	CTEIG TUSD THS MEDI INST / MATERIALS & SUPPLIES
Y95R0037	AMAZON	708.16	+35.88	0100006502 4335	GEN FUND IT SCHL ADMIN / NON INSTR SOFTWARE &
			+4.21	0100006506 4330	GEN FUND MF MAINTENANCE / Office Supplies-
			+10.85	0100006506 4335	GEN FUND MF MAINTENANCE / NON INSTR SOFTWARE
Y95R0044	LN CURTIS & SONS	3,095.03	-2.15	0101011406 4300	NMUSD ROP PUB SVCS INST / MATERIALS & SUPPLIES
Fund 01 Total:			184.86		
Total Amount of Change Orders:			184.86		

COASTLINE R.O.P.
Consolidated Check Register
from 8/31/2026 to 10/4/2026

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00036188	V9502825	ALEXANDRA THOMPSON	OOPE-	OH	08/31/2026		MW	IS	25.00
95 00036189	V9502774	CTE COALITION	441	OH	08/31/2026		MW	IS	1,650.00
95 00036190	V9502272	EFOODHANDLERS INC.	T-55777	OH	08/31/2026		MW	IS	429.30
95 00036191	V9502469	FIRST-CITIZENS BANK & TRUST CO	49621201	OH	08/31/2026		MW	IS	1,227.46
95 00036192	V9502557	Fisher-Gabriana, Tiefa	073026FISHER	OH	08/31/2026		MW	IS	17.10
95 00036193	V9502696	HOPSKIPDRIVE INC	02339_0726_A	OH	08/31/2026		MW	IS	3,709.80
95 00036194	V9502700	INSTRUCTURE INC	INV688686	OH	08/31/2026		MW	IS	2,000.00
95 00036195	V9502824	KATHY TRAN	OOPE-	OH	08/31/2026		MW	IS	22.00
95 00036196	V9502731	MICHELLE ARCE	OOPE-	OH	08/31/2026		MW	IS	37.26
95 00036197	V9502454	ONTARIO REFRIGERATION	CM49669	OH	08/31/2026		MW	IS	847.00
95 00036198	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94Y10009	OH	08/31/2026		MW	IS	250.00
95 00036199	V9500441	READINESS ORGANIZATIONS, CAROC	92426DOZER	OH	08/31/2026		MW	IS	65.00
95 00036200	V9502105	REALITYWORKS.COM	82454	OH	08/31/2026		MW	IS	5,261.01
95 00036201	V9502801	CERTIFIX INC	4021	OH	09/08/2026		MW	IS	1,957.00
95 00036202	V9501269	AMAZON	1XL3-KL7P-M63X	OH	09/09/2026		MW	IS	1,357.96
95 00036203	V9502813	BRISA LAVALLE	0811-	OH	09/09/2026		MW	IS	37.09
95 00036204	V9500734	CALCP/CAROCF CONFERENCE	F109E164T1	OH	09/09/2026		MW	IS	1,000.00
95 00036205	V9502807	EMILY KWONG	0820-0826KWONG	OH	09/09/2026		MW	IS	5.09
95 00036206	V9501845	INNOCORP LTD.	52208	OH	09/09/2026		MW	IS	776.88
95 00036207	V9502560	IZABEL BURDGE	0804-0820-	OH	09/09/2026		MW	IS	13.68
95 00036208	V9502827	JEFFREY NORDBERG	OOPE-	OH	09/09/2026		MW	IS	25.00
95 00036209	V9502824	KATHY TRAN	0826-0827TRAN	OH	09/09/2026		MW	IS	11.89
95 00036210	V9502804	KRISTY FLORES	0803-0811FLORES	OH	09/09/2026		MW	IS	70.53
95 00036211	V9502822	MELISSA ALVAREZ	0820-	OH	09/09/2026		MW	IS	43.40
95 00036212	V9502731	MICHELLE ARCE	OOPE-	OH	09/09/2026		MW	IS	12.99
95 00036213	V9502744	MONIQUE DJERF	OOPE-	OH	09/09/2026		MW	IS	349.77
95 00036214	V9502792	NICOLE MCNIFF	MCNIFF-2	OH	09/09/2026		MW	IS	459.00
95 00036215	V9502810	RENEE BOGY	0806-0831BOGY	OH	09/09/2026		MW	IS	19.99
95 00036216	V9502652	SOFT SKILLS HIGH	87662	OH	09/09/2026		MW	IS	600.00
95 00036217	V9502825	ALEXANDRA THOMPSON	08/26-08/27THOMP	OH	09/10/2026		MW	IS	18.32
95 00036218	V9501770	ANATOMY WAREHOUSE	INV-2634667	OH	09/10/2026		MW	IS	650.81
95 00036219	V9500382	B & H PHOTO	247771659	OH	09/10/2026		MW	IS	9,364.72
95 00036220	V9501401	CDW GOVERNMENT	AK53V2K	OH	09/10/2026		MW	IS	280.32
95 00036221	V9502368	EAP INC DBA CLC	ID THEFT SEP 26	OH	09/10/2026		MW	IS	80.00
95 00036222	V9502582	Gonzalez, Hector	080926GONZALEZ	OH	09/10/2026		MW	IS	273.30
95 00036223	V9502063	HOME DEPOT CREDIT SERVICES	907073	OH	09/10/2026		MW	IS	301.03
95 00036224	V9502727	MADISON NATIONAL LIFE	MADISON SEP 26	OH	09/10/2026		MW	IS	460.51
95 00036225	V9501016	MEDCO SUPPLY COMPANY	IN100411829	OH	09/10/2026		MW	IS	247.37
95 00036226	V9502264	MULLEN, MAGGIE	OOPE-	OH	09/10/2026		MW	IS	287.43

COASTLINE R.O.P.
Consolidated Check Register
from 8/31/2026 to 10/4/2026

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00036227	V9501350	REEP FOR BENEFITS	KAISER SEP 26	OH	09/10/2026		MW	IS	50,524.88
95 00036228	V9500734	CALCP/CAROCF CONFERENCE	F109E74T1	OH	09/14/2026		MW	IS	1,500.00
95 00036229	V9500948	CALIFORNIA TACTIC PATROL	243	OH	09/14/2026		MW	IS	480.00
95 00036230	V9502639	CINTAS CORP	4280745029	OH	09/14/2026		MW	IS	515.92
95 00036231	V9502821	CORODATA RECORDS MANAGEMENT IN	RS7196318	OH	09/14/2026		MW	IS	90.75
95 00036232	V9502382	INTERMEDIA.NET INC	2609076196	OH	09/14/2026		MW	IS	912.78
95 00036233	V9502453	KYOCERA DOCUMENT	55B2686482	OH	09/14/2026		MW	IS	14.00
95 00036234	V9503760	NEWPORT MESA UNIFIED SD	78Y10050	OH	09/14/2026		MW	IS	46,716.97
95 00036235	V9502585	OC JANITORIAL	88459	OH	09/14/2026		MW	IS	2,055.00
95 00036236	V9502233	OCCUPATIONAL HEALTH CENTERS OF	DOGAVIN#2	OH	09/14/2026		MW	IS	1,015.18
95 00036237	V9502806	PRIMO BRANDS	26H0027000850	OH	09/14/2026		MW	IS	295.71
95 00036238	V9502674	REFLEX NETWORKING	5530	OH	09/14/2026		MW	IS	2,158.75
95 00036239	V9501499	SPECTRUM BUSINESS	236521301090126	OH	09/14/2026		MW	IS	425.53
95 00036240	V9501269	AMAZON	1Y61-TWGP-	OH	09/15/2026		MW	IS	2,852.69
95 00036241	V9500045	COASTLINE ROP REVOLVING CASH F	1218-083126	OH	09/15/2026		MW	IS	25.00
95 00036242	V9502453	KYOCERA DOCUMENT	55B2685579	OH	09/15/2026		MW	IS	42.00
95 00036243	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94Y10250	OH	09/15/2026		MW	IS	8,000.00
95 00036244	V9504457	RAINBOW DISPOSAL CO INC	0605-001312402	OH	09/15/2026		MW	IS	1,045.18
95 00036245	V9500422	VERIZON WIRELESS	6150275114	OH	09/15/2026		MW	IS	228.06
95 00036246	V9501269	AMAZON	1YKG-96W3-	OH	09/16/2026		MW	IS	377.93
95 00036247	V9500045	COASTLINE ROP REVOLVING CASH F	KRISTA SEP 26	OH	09/16/2026		MW	IS	4,977.45
95 00036248	V9502469	FIRST-CITIZENS BANK & TRUST CO	49784454	OH	09/16/2026		MW	IS	1,227.46
95 00036249	V9502828	LIZANDRA RUIZ	OOPE-081226RUIZ	OH	09/16/2026		MW	IS	18.00
95 00036250	V9502264	MULLEN, MAGGIE	OOPE-	OH	09/16/2026		MW	IS	55.58
95 00036251	V9502233	OCCUPATIONAL HEALTH CENTERS OF	92323281	OH	09/16/2026		MW	IS	43.00
95 00036252	V9502478	PAMELA ZUNIGA	091026ZUNIGA	OH	09/16/2026		MW	IS	103.22
95 00036253	V9500651	SMART & FINAL	082726-17	OH	09/16/2026		MW	IS	13.35
95 00036254	V9502803	TANYA RHINER	OOPE-	OH	09/16/2026		MW	IS	156.50
95 00036255	V9505546	VISION SERVICE PLAN	VSP SEPT 26	OH	09/16/2026		MW	IS	764.65
95 00036256	V9500942	ALEX PEREZ	08/05-08/28PEREZ	OH	09/17/2026		MW	IS	31.46
95 00036257	V9500734	CALCP/CAROCF CONFERENCE	F109E110T1	OH	09/17/2026		MW	IS	750.00
95 00036258	V9501401	CDW GOVERNMENT	AK8C11T	OH	09/17/2026		MW	IS	591.86
95 00036259	V9502684	MONTEJANO, DIVINA	091426MONTEJAN	OH	09/17/2026		MW	IS	24.16
95 00036260	V9501714	SHI INTERNATIONAL CORP	B21676638	OH	09/17/2026		MW	IS	2,610.00
95 00036261	V9502803	TANYA RHINER	OOPE-	OH	09/17/2026		MW	IS	49.19
95 00036262	V9500422	VERIZON WIRELESS	6152661730	OH	09/17/2026		MW	IS	228.06
95 00036263	V9502552	AMANDA SALIBA	OOPE-	OH	09/22/2026		MW	IS	27.26
95 00036264	V9500734	CALCP/CAROCF CONFERENCE	F109E127T1	OH	09/22/2026		MW	IS	1,500.00
95 00036265	V9502807	EMILY KWONG	OOPE-	OH	09/22/2026		MW	IS	9.25

COASTLINE R.O.P.
Consolidated Check Register
from 8/31/2026 to 10/4/2026

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00036266	V9502557	Fisher-Gabriana, Tiefsa	OOPE-	OH	09/22/2026		MW	IS	37.67
95 00036267	V9502561	Gonzalez, Alejandra	OOPE-	OH	09/22/2026		MW	IS	9.25
95 00036268	V9502560	IZABEL BURDGE	OOPE-	OH	09/22/2026		MW	IS	7.45
95 00036269	V9502824	KATHY TRAN	OOPE-	OH	09/22/2026		MW	IS	6.95
95 00036270	V9502267	KOVATCH, ROSALBA	OOPE-	OH	09/22/2026		MW	IS	9.40
95 00036271	V9502804	KRISTY FLORES	OOPE-	OH	09/22/2026		MW	IS	9.20
95 00036272	V9502453	KYOCERA DOCUMENT	55B2690415	OH	09/22/2026		MW	IS	10,847.49
95 00036273	V9502747	LIDIA ALONSO HEES	OOPE-091126HEES	OH	09/22/2026		MW	IS	10.00
95 00036274	V9502731	MICHELLE ARCE	OOPE-	OH	09/22/2026		MW	IS	53.04
95 00036275	V9502264	MULLEN, MAGGIE	OOPE-	OH	09/22/2026		MW	IS	195.20
95 00036276	V9502476	NORTH AMERICAN RESCUE LLC	IN010043	OH	09/22/2026		MW	IS	1,415.68
95 00036277	V9502810	RENEE BOGY	OOPE-	OH	09/22/2026		MW	IS	10.00
95 00036278	V9502817	STEPHANIE RADILLO	OOPE-	OH	09/22/2026		MW	IS	16.89
95 00036279	V9502831	ALONTI CATERING	2198839	OH	09/23/2026		MW	IS	1,014.07
95 00036280	V9502830	ARIELLE HOBBS	OOPE-	OH	09/23/2026		MW	IS	9.50
95 00036281	V9500734	CALCP/CAROCF CONFERENCE	F109E178T1	OH	09/23/2026		MW	IS	500.00
95 00036282	V9502684	DIVINA MONTEJANO	OOPE-	OH	09/23/2026		MW	IS	8.50
95 00036283	V9500648	ELSEVIER HEALTH SCIENCE	48862DH4	OH	09/23/2026		MW	IS	1,413.69
95 00036284	V9502797	PARENTSQUARE INC	2024-32928	OH	09/23/2026		MW	IS	3,900.00
95 00036285	V9500336	SNAP ON TOOLS	ARV/68873351	OH	09/23/2026		MW	IS	99.23
95 00036286	V9502641	The Chamber Newport Beach	4413	OH	09/23/2026		MW	IS	450.00
95 00036287	V9502830	ARIELLE HOBBS	OOPE-	OH	09/25/2026		MW	IS	22.00
95 00036288	V9501919	ATKINSON ANDELSON LOYA RUUD &	68730033700015	OH	09/25/2026		MW	IS	249.00
95 00036289	V9502813	BRISA LAVALLE	09/01-09/17LAVAl	OH	09/25/2026		MW	IS	43.70
95 00036290	V9502692	FANAK FAHIMI	09/01-09/22FAHIM	OH	09/25/2026		MW	IS	132.77
95 00036291	V9502833	JOEL PRATT	OOPE-	OH	09/25/2026		MW	IS	27.00
95 00036292	V9502836	JONATHAN AZENON	OOPE-	OH	09/25/2026		MW	IS	92.00
95 00036293	V9502734	KARIN SOREM	OOPE-	OH	09/25/2026		MW	IS	111.38
95 00036294	V9501472	KRISTA SCHWEERS-GANGA	OOPE-	OH	09/25/2026		MW	IS	39.52
95 00036295	V9502835	KRISTAL GUTIERREZ	OOPE-	OH	09/25/2026		MW	IS	25.00
95 00036296	V9502744	MONIQUE DJERF	OOPE-	OH	09/25/2026		MW	IS	414.27
95 00036297	V9502264	MULLEN, MAGGIE	OOPE-	OH	09/25/2026		MW	IS	208.43
95 00036298	V9502832	NANCY LOMELI	OOPE-	OH	09/25/2026		MW	IS	25.00
95 00036299	V9502233	OCCUPATIONAL HEALTH CENTERS OF	92398272	OH	09/25/2026		MW	IS	43.00
95 00036300	V9501619	ACTE	248926	OH	09/29/2026		MW	IS	640.00
95 00036301	V9501269	AMAZON	1YGQ-3J17-L34L	OH	09/29/2026		MW	IS	297.08
95 00036302	V9500045	COASTLINE ROP REVOLVING CASH F	1215 #2	OH	09/29/2026		MW	IS	15.00
95 00036303	V9502368	EAP INC DBA CLC	ID THEFT OCT 26	OH	09/29/2026		MW	IS	100.00
95 00036304	V9502742	EMICS INC dba INFORMED K12	5372	OH	09/29/2026		MW	IS	18,000.00

COASTLINE R.O.P.
Consolidated Check Register
from 8/31/2026 to 10/4/2026

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00036305	V9502453	KYOCERA DOCUMENT	55B2684770	OH	09/29/2026		MW	IS	28.00
95 00036306	V9502727	MADISON NATIONAL LIFE	MADISON OCT 26	OH	09/29/2026		MW	IS	535.91
95 00036307	V9502264	MULLEN, MAGGIE	OOPE-	OH	09/29/2026		MW	IS	93.63
95 00036308	V9503760	NEWPORT MESA UNIFIED SD	78Y10015	OH	09/29/2026		MW	IS	2,874.70
95 00036309	V9502454	ONTARIO REFRIGERATION	CM55029M	OH	09/29/2026		MW	IS	806.00
95 00036310	V9501350	REEP FOR BENEFITS	KAISER OCT 26	OH	09/29/2026		MW	IS	62,156.92
95 00036311	V9502825	ALEXANDRA THOMPSON	OOPE-	OH	10/01/2026		MW	IS	25.00
95 00036312	V9500734	CALCP/CAROCF CONFERENCE	F109E367T1	OH	10/01/2026		MW	IS	750.00
95 00036313	V9502713	DARCY CAPISTRANO	OOPE-	OH	10/01/2026		MW	IS	121.19
95 00036314	V9502807	EMILY KWONG	092526KWONG	OH	10/01/2026		MW	IS	52.59
95 00036315	V9502526	HERNANDEZ, AMADIEL JOSE	092526HERNANDE	OH	10/01/2026		MW	IS	49.62
95 00036316	V9502063	HOME DEPOT CREDIT SERVICES	8023616	OH	10/01/2026		MW	IS	11,119.30
95 00036317	V9502696	HOPSKIPDRIVE INC	02339_0826_A	OH	10/01/2026		MW	IS	136.50
95 00036318	V9502734	KARIN SOREM	OOPE-	OH	10/01/2026		MW	IS	75.89
95 00036319	V9502744	MONIQUE DJERF	OOPE-	OH	10/01/2026		MW	IS	244.83
95 00036320	V9502264	MULLEN, MAGGIE	OOPE-	OH	10/01/2026		MW	IS	140.28
95 00036321	V9502418	NC3	14736	OH	10/01/2026		MW	IS	500.00
95 00036322	V9500148	NORTHERN OC SELF WC AGENCY	340956	OH	10/01/2026		MW	IS	32,114.94
95 00036323	V9502806	PRIMO BRANDS	26I0027000850	OH	10/01/2026		MW	IS	381.67
95 00036324	V9502810	RENEE BOGY	09/01-09/24BOGY	OH	10/01/2026		MW	IS	58.22
95 00036325	V9501869	SECURE LIVE SCAN	18554	OH	10/01/2026		MW	IS	1,038.00

Issued: 320,513.34
95 Bank Total: 320,513.34

Grand Total: 320,513.34

TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: October 16, 2026

SUBJECT: University Lab Partners Biotech MOU Approval

Background and Rationale

Coastline Regional Occupational Program is partnering with University Lab Partners (ULP) to provide specialized biotechnology and biomedical science internship experiences for Irvine Unified School District students enrolled in the Professional Internship class. The agreements include a Spring Biosensor Internship, Summer Biosensor Internship, and Summer Molecular Biology 1 Internship.

Through these experiences, students receive hands-on exposure to industry-standard laboratory environments and explore careers in biotechnology, biomedical engineering, medical devices, research and development, and related STEM fields. The Biosensor Internship focuses on biomedical engineering, engineering design, experimental testing, data analysis, and scientific communication, while the Molecular Biology 1 Internship provides experience with laboratory techniques including PCR, DNA isolation, gel electrophoresis, experimental design, and CRISPR-Cas9 technology.

Financial Implications

The cost of the three University Lab Partners agreements is \$9,000 for the Spring Biosensor Internship, \$18,000 for the Summer Biosensor Internship, and \$26,000 for the Molecular Biology 1 Internship. These costs are funded through the K12 Strong Workforce Program in support of the IUSD Professional Internship class.

Recommendation

It is respectfully recommended that the Board of Trustees approve the three Memoranda of Understanding between Coastline ROP and University Lab Partners to provide biotechnology and biomedical science internship experiences for IUSD students enrolled in the Professional Internship class.

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of March 9, 2026, by and between University Lab Partners (“**ULP**”), on the one hand, and the COASTLINE REGIONAL OCCUPATION PROGRAM, known respectively COASTLINE ROP (“Educational Partner”) on the other hand.

W I T N E S S E T H:

WHEREAS, Educational Partner has requested that ULP prepare the curriculum and materials for, and host and provide speakers and mentors regarding, a high school educational course titled, “Biosensor Internship” (the “**Course**,” also known as “**Biosensors**”);

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such host and to provide or arrange for such speakers and mentors, on the terms and subject to the conditions set forth below in this Memorandum.

WHEREAS, Educational Partner desires to enter into this Memorandum and consummate the matters and transactions contemplated hereby, on the terms and subject to the conditions set forth below in this Memorandum.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the foregoing premises and recitals (incorporated into the parties’ agreement hereunder by this reference) and the mutual covenants of the parties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. The Course. The Course is scheduled to run on nine (9) sessions between the following dates: March 9, 2026, through May 4, 2026. The Course is and will be a virtual/online/in-person/hybrid program [INFORMATION FROM PROGRAM OVERVIEW]. See Exhibit A.
2. Course Curriculum and Materials. The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the “**Course Materials**”). Educational Partner acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights (“**Intellectual Property Rights**”) in embodied in or represented by the Course Materials, as well as all claims and causes of action of any kind with respect to any of the foregoing, are the sole and exclusive property of ULP. In furtherance of the foregoing sentence, without any additional consideration, Educational Partner hereby irrevocably assigns and transfers to ULP and its successors

and assigns, all of Educational Partner's respective right, title and interest in and to: (a) any and all Course Materials; (b) any and all drafts, versions, modifications and derivative works of any Course Materials (including, without limitation, predecessor and successor drafts, versions, modifications and derivative works thereof); (c) any and all Intellectual Property Rights embodied in or represented by any Course Materials; (d) any and all renewals and extensions of such Intellectual Property Rights in connection with Course Materials throughout the world (whether presently available or subsequently available as a result of intervening legislation); and (e) any and all causes of action for infringement of Course Materials and related Intellectual Property Rights in the past, present and future. Any assignment of copyrights under this Memorandum includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as "moral rights" (collectively, "**Moral Rights**"). Educational Partner hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to any Moral Rights with respect to any Course Materials. Educational Partner will execute all documents and perform all acts that ULP may reasonably request in order to assist ULP in perfecting the rights in Course Materials, including but not limited to copyright registration. ULP shall solely control any and all defense of its Intellectual Property Rights, and shall pay all costs related to the same except that Educational Partner shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) Educational Partner (or any Educational Partner agent's or employee's) negligence or intentional acts or omissions, (B) the use of any Course Material or Other ULP Material in combination with anything not provided by ULP hereunder, (C) any breach by Educational Partner of this Agreement, or (D) Educational Partner's continued use of the offending material/thing after ULP has informed Educational Partner of the claim or alleged infringement at issue.

3. Other ULP Materials. Beyond the Course Materials, Educational Partner understands and agrees that all right, title and interest in and to any other materials, content and information furnished or made available to Educational Partner in connection with the Course (such other materials, content and information being the "**Other ULP Materials**"), including, without limitation, any such things furnished directly or indirectly prior to the Effective Date, are and shall remain the sole and exclusive property of ULP. Educational Partner shall obtain or has obtained any intellectual property or proprietary right or other right in any of the Other ULP Materials by virtue of this Memorandum, the Course or the parties' relationship or course of dealing in relation to this Memorandum or the Course.

4. License to Educational Partner's Name. Educational Partner hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display Educational Partner's respective name, marks and logos for the purpose of developing, making available, hosting, marketing and promoting the Course and Course Materials, subject to such usage guidelines or other restrictions that Educational Partner may reasonably specify from time to time by written notice given to ULP. Any and all use of such name, marks and logos, and all goodwill associated therewith, shall inure solely to the benefit of Educational Partner.

5. Educational Partner's Contributions. Educational Partner agrees to pay ULP the total amount of \$9,000 for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$9,000 fee being the "**Course Fees**"). Educational Partner shall be responsible for paying the

Course Fees (i.e., \$9,000) to ULP, such payment to be made on the date of Educational Partner's signature to this Memorandum.

6. Educational Partner Cooperation. Educational Partner will provide ULP with all support and cooperation that is reasonably requested by ULP from time to time in relation to the Course, including, without limitation, in relation to the Course Materials.

7. Insurance. Educational Partner shall carry commercial general liability ("**CGL**") insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Educational Partner shall ensure that through the end of the Course, and for 12 months thereafter, Educational Partner's CGL insurance policy designates ULP and its directors, officers, employees and agents as additional insureds thereunder. Upon request, Educational Partner will deliver to ULP current certificates of insurance demonstrating that (a) the insurance required herein is in force, and (b) ULP and its directors, officers, employees and agents are additional insureds under the specified CGL insurance.

8. Hold Harmless:

a. ULP shall defend, indemnify, save and hold harmless Educational Partner and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of ULP. This shall include any acts of sexual abuse alleged against any agent or employee of ULP.

b. Educational Partner, shall defend, indemnify, save, and hold harmless ULP and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees that may arise out of any failure to pay the Course Fees or out of any grossly negligent or intentional acts or omissions of any agent or employee of Educational Partner. This shall include any acts of sexual abuse alleged against any agent or employee of Educational Partner.

9. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party's costs and fees (including, without limitation, reasonable attorneys' fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment,

modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however Educational Partner may not assign or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



5270 California Ave. Suite 300
Irvine, CA 92617
www.universitylabpartners.org
info@universitylabpartners.org

IN WITNESS WHEREOF, the parties hereto have each caused this Memorandum to be executed by their respective duly authorized representatives effective as of the Effective Date.

COASTLINE REGIONAL OCCUPATION PROGRAM
(ALSO KNOWN AS COASTLINE)

UNIVERSITY LAB PARTNERS

By: _____
Brian Dozer
Superintendent

By: _____
Ken Beall,
CEO

Date: _____

Date: _____

If needed
Date of
Board Approval: _____

Biosensor Internship

Program Proposal:

Program Overview

University Lab Partners (ULP) Biosensor Internship is a multicourse hybrid program providing students with industry standard molecular biology skills and exposure to working in an industry standard laboratory. The ULP Biosensor Internship is designed for a high level of student involvement by limiting cohort sizes to 12 students, ensuring a meaningful, personalized experience.

Program Vision

The vision of the ULP Biosensors Internship is to introduce students to the intersection of biomedical engineering, biotechnology, and life science through hands-on development and testing of biosensor technologies.

Students learn how principles of biology, chemistry, and engineering can be combined to address real-world biomedical challenges. Through hands-on laboratory activities and project-based learning, students gain experience with the engineering design process, experimental testing, data analysis, troubleshooting, and scientific communication.

The Biosensors Internship provides an early pathway into biomedical engineering and life science careers and serves as excellent preparation for students interested in progressing to MIRE 1. Students enter MIRE 1 with experience thinking about biomedical problems, evaluating technologies, working in a laboratory environment, and considering how scientific and engineering principles can be used to address clinical unmet needs.

Program Goals

Biomedical Engineering Skills: Provide students with hands-on experience applying engineering and life science concepts to the development, fabrication, and testing of biosensor technologies.

Engineering Design and Problem Solving: Introduce students to the process of identifying a biomedical problem, developing a potential solution, testing and evaluating designs, analyzing results, and troubleshooting.

Preparation for MIRE 1: Build foundational biomedical engineering and problem-solving skills that prepare students to identify clinical unmet needs and develop innovative solutions in the MIRE 1 program.

Career Exploration: Expose students to careers in biomedical engineering, biotechnology, medical devices, diagnostics, research and development, and other life science industries.

Work-Based Learning and Career Readiness: Immerse students in an industry-standard laboratory environment where they develop technical confidence, teamwork, documentation, problem-solving, and scientific communication skills that can support future coursework, internships, and careers.

Career Exploration: Inform students of the types of experiences they could have in biotech industry.
Program Cost: \$9,000.00 for 30 students

Date: March 9, 2026 – May 9, 2026 | Monday | 5:00pm - 8:00pm

In-Person Lab Dates: April 13 & April 27 | 5:00pm - 8:00pm

This 9-week hybrid course provides asynchronous course modules to prepare students for their in-class experiments. Students will meet for 9 consecutive weeks (one day per week) to gain training in standard molecular biology techniques performed in research and development, pharmaceutical, and biotechnology laboratories. Students will acquire and demonstrate industry-standard knowledge and skills in bacterial cloning, genomic and plasmid DNA isolation, PCR, restriction digest, and gel electrophoresis as well as experimental design and CRISPR-Cas9 technology.

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of June 1, 2026, by and between University Lab Partners (“**ULP**”), on the one hand, and the COASTLINE REGIONAL OCCUPATION PROGRAM, known respectively COASTLINE ROP (“Educational Partner”) on the other hand.

W I T N E S S E T H:

WHEREAS, Educational Partner has requested that ULP prepare the curriculum and materials for, and host and provide speakers and mentors regarding, a high school educational course titled, “Biosensor Internship” (the “**Course**,” also known as “**Biosensors**”);

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such host and to provide or arrange for such speakers and mentors, on the terms and subject to the conditions set forth below in this Memorandum.

WHEREAS, Educational Partner desires to enter into this Memorandum and consummate the matters and transactions contemplated hereby, on the terms and subject to the conditions set forth below in this Memorandum.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the foregoing premises and recitals (incorporated into the parties’ agreement hereunder by this reference) and the mutual covenants of the parties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. The Course. The Course is scheduled to run on nine (9) sessions between the following dates: June 10, 2026, through August 14, 2026. The Course is and will be a virtual/online/in-person/hybrid program [INFORMATION FROM PROGRAM OVERVIEW]. See Exhibit A.
2. Course Curriculum and Materials. The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the “**Course Materials**”). Educational Partner acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights (“**Intellectual Property Rights**”) in embodied in or represented by the Course Materials, as well as all claims and causes of action of any kind with respect to any of the foregoing, are the sole and exclusive property of ULP. In furtherance of the foregoing sentence, without any additional consideration, Educational Partner hereby irrevocably assigns and transfers to ULP and its successors

and assigns, all of Educational Partner's respective right, title and interest in and to: (a) any and all Course Materials; (b) any and all drafts, versions, modifications and derivative works of any Course Materials (including, without limitation, predecessor and successor drafts, versions, modifications and derivative works thereof); (c) any and all Intellectual Property Rights embodied in or represented by any Course Materials; (d) any and all renewals and extensions of such Intellectual Property Rights in connection with Course Materials throughout the world (whether presently available or subsequently available as a result of intervening legislation); and (e) any and all causes of action for infringement of Course Materials and related Intellectual Property Rights in the past, present and future. Any assignment of copyrights under this Memorandum includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as "moral rights" (collectively, "**Moral Rights**"). Educational Partner hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to any Moral Rights with respect to any Course Materials. Educational Partner will execute all documents and perform all acts that ULP may reasonably request in order to assist ULP in perfecting the rights in Course Materials, including but not limited to copyright registration. ULP shall solely control any and all defense of its Intellectual Property Rights, and shall pay all costs related to the same except that Educational Partner shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) Educational Partner (or any Educational Partner agent's or employee's) negligence or intentional acts or omissions, (B) the use of any Course Material or Other ULP Material in combination with anything not provided by ULP hereunder, (C) any breach by Educational Partner of this Agreement, or (D) Educational Partner's continued use of the offending material/thing after ULP has informed Educational Partner of the claim or alleged infringement at issue.

3. Other ULP Materials. Beyond the Course Materials, Educational Partner understands and agrees that all right, title and interest in and to any other materials, content and information furnished or made available to Educational Partner in connection with the Course (such other materials, content and information being the "**Other ULP Materials**"), including, without limitation, any such things furnished directly or indirectly prior to the Effective Date, are and shall remain the sole and exclusive property of ULP. Educational Partner shall obtain or has obtained any intellectual property or proprietary right or other right in any of the Other ULP Materials by virtue of this Memorandum, the Course or the parties' relationship or course of dealing in relation to this Memorandum or the Course.

4. License to Educational Partner's Name. Educational Partner hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display Educational Partner's respective name, marks and logos for the purpose of developing, making available, hosting, marketing and promoting the Course and Course Materials, subject to such usage guidelines or other restrictions that Educational Partner may reasonably specify from time to time by written notice given to ULP. Any and all use of such name, marks and logos, and all goodwill associated therewith, shall inure solely to the benefit of Educational Partner.

5. Educational Partner's Contributions. Educational Partner agrees to pay ULP the total amount of \$18,000 for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$18,000 fee being the "**Course Fees**"). Educational Partner shall be responsible for paying the

Course Fees (i.e., \$18,000) to ULP, such payment to be made on the date of Educational Partner's signature to this Memorandum.

6. Educational Partner Cooperation. Educational Partner will provide ULP with all support and cooperation that is reasonably requested by ULP from time to time in relation to the Course, including, without limitation, in relation to the Course Materials.

7. Insurance. Educational Partner shall carry commercial general liability ("**CGL**") insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Educational Partner shall ensure that through the end of the Course, and for 12 months thereafter, Educational Partner's CGL insurance policy designates ULP and its directors, officers, employees and agents as additional insureds thereunder. Upon request, Educational Partner will deliver to ULP current certificates of insurance demonstrating that (a) the insurance required herein is in force, and (b) ULP and its directors, officers, employees and agents are additional insureds under the specified CGL insurance.

8. Hold Harmless:

a. ULP shall defend, indemnify, save and hold harmless Educational Partner and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of ULP. This shall include any acts of sexual abuse alleged against any agent or employee of ULP.

b. Educational Partner, shall defend, indemnify, save, and hold harmless ULP and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees that may arise out of any failure to pay the Course Fees or out of any grossly negligent or intentional acts or omissions of any agent or employee of Educational Partner. This shall include any acts of sexual abuse alleged against any agent or employee of Educational Partner.

9. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party's costs and fees (including, without limitation, reasonable attorneys' fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment,

modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however Educational Partner may not assign or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



5270 California Ave. Suite 300
Irvine, CA 92617
www.universitylabpartners.org
info@universitylabpartners.org

IN WITNESS WHEREOF, the parties hereto have each caused this Memorandum to be executed by their respective duly authorized representatives effective as of the Effective Date.

COASTLINE REGIONAL OCCUPATION PROGRAM
(ALSO KNOWN AS COASTLINE)

UNIVERSITY LAB PARTNERS

By: _____
Brian Dozer
Superintendent

By: _____
Ken Beall,
CEO

Date: _____

Date: _____

If needed
Date of
Board Approval: _____

Exhibit A

Biosensor Internship

Program Proposal:

Program Overview

University Lab Partners (ULP) Biosensor Internship is a multicourse hybrid program providing students with industry standard molecular biology skills and exposure to working in an industry standard laboratory. The ULP Biosensor Internship is designed for a high level of student involvement by limiting cohort sizes to 12 students, ensuring a meaningful, personalized experience.

Program Vision

The vision of the ULP Biosensors Internship is to introduce students to the intersection of biomedical engineering, biotechnology, and life science through hands-on development and testing of biosensor technologies.

Students learn how principles of biology, chemistry, and engineering can be combined to address real-world biomedical challenges. Through hands-on laboratory activities and project-based learning, students gain experience with the engineering design process, experimental testing, data analysis, troubleshooting, and scientific communication.

The Biosensors Internship provides an early pathway into biomedical engineering and life science careers and serves as excellent preparation for students interested in progressing to MIRE 1. Students enter MIRE 1 with experience thinking about biomedical problems, evaluating technologies, working in a laboratory environment, and considering how scientific and engineering principles can be used to address clinical unmet needs.

Program Goals

Biomedical Engineering Skills: Provide students with hands-on experience applying engineering and life science concepts to the development, fabrication, and testing of biosensor technologies.

Engineering Design and Problem Solving: Introduce students to the process of identifying a biomedical problem, developing a potential solution, testing and evaluating designs, analyzing results, and troubleshooting.

Preparation for MIRE 1: Build foundational biomedical engineering and problem-solving skills that prepare students to identify clinical unmet needs and develop innovative solutions in the MIRE 1 program.

Career Exploration: Expose students to careers in biomedical engineering, biotechnology, medical devices, diagnostics, research and development, and other life science industries.

Work-Based Learning and Career Readiness: Immerse students in an industry-standard laboratory environment where they develop technical confidence, teamwork, documentation, problem-solving, and scientific communication skills that can support future coursework, internships, and careers.

Career Exploration: Inform students of the types of experiences they could have in biotech industry.

Program Cost: \$18,000.00 for 60 students

Date: June 10, 2026 - August 14, 2026 | Fridays | 10:00pm - 1:00pm

In-Person Lab Dates: June 26 & June 24 | 9:00pm - 4:00pm

This 9-week hybrid course provides asynchronous course modules to prepare students for their in-class experiments. Students will meet for 9 consecutive weeks (one day per week) to gain training in standard molecular biology techniques performed in research and development, pharmaceutical, and biotechnology laboratories. Students will acquire and demonstrate industry-standard knowledge and skills in bacterial cloning, genomic and plasmid DNA isolation, PCR, restriction digest, and gel electrophoresis as well as experimental design and CRISPR-Cas9 technology.

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of June 10, 2026, by and between University Lab Partners (“**ULP**”), on the one hand, and Coastline Regional Occupational Program, known respectively Coastline ROP (“**Educational Partner**”) on the other hand.

W I T N E S S E T H:

WHEREAS, Educational Partner has requested that ULP prepare the curriculum and materials for, and host and provide speakers and mentors regarding, a high school educational course titled, “Molecular Biology 1 Internship” (the “**Course**,” also known as “**MolBio1**”);

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such host and to provide or arrange for such speakers and mentors, on the terms and subject to the conditions set forth below in this Memorandum.

WHEREAS, Educational Partner desires to enter into this Memorandum and consummate the matters and transactions contemplated hereby, on the terms and subject to the conditions set forth below in this Memorandum.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the foregoing premises and recitals (incorporated into the parties’ agreement hereunder by this reference) and the mutual covenants of the parties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. The Course. The Course is scheduled to run on nine (9) sessions between the following dates: June 10, 2026, through August 12, 2026. The Course is and will be a virtual/online/in-person/hybrid program [INFORMATION FROM PROGRAM OVERVIEW]. See Exhibit A.

2. Course Curriculum and Materials. The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the “**Course Materials**”). Educational Partner acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights (“**Intellectual Property Rights**”) in embodied in or represented by the Course Materials, as well as all claims and causes of action of any kind with respect to any of the foregoing, are the sole and exclusive property of ULP. In furtherance of the foregoing sentence, without any additional consideration, Educational Partner hereby irrevocably assigns and transfers to ULP and its successors

and assigns, all of Educational Partner's respective right, title and interest in and to: (a) any and all Course Materials; (b) any and all drafts, versions, modifications and derivative works of any Course Materials (including, without limitation, predecessor and successor drafts, versions, modifications and derivative works thereof); (c) any and all Intellectual Property Rights embodied in or represented by any Course Materials; (d) any and all renewals and extensions of such Intellectual Property Rights in connection with Course Materials throughout the world (whether presently available or subsequently available as a result of intervening legislation); and (e) any and all causes of action for infringement of Course Materials and related Intellectual Property Rights in the past, present and future. Any assignment of copyrights under this Memorandum includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as "moral rights" (collectively, "**Moral Rights**"). Educational Partner hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to any Moral Rights with respect to any Course Materials. Educational Partner will execute all documents and perform all acts that ULP may reasonably request in order to assist ULP in perfecting the rights in Course Materials, including but not limited to copyright registration. ULP shall solely control any and all defense of its Intellectual Property Rights, and shall pay all costs related to the same except that Educational Partner shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) Educational Partner (or any Educational Partner agent's or employee's) negligence or intentional acts or omissions, (B) the use of any Course Material or Other ULP Material in combination with anything not provided by ULP hereunder, (C) any breach by Educational Partner of this Agreement, or (D) Educational Partner's continued use of the offending material/thing after ULP has informed Educational Partner of the claim or alleged infringement at issue.

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4. License to Educational Partner's Name. Educational Partner hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display Educational Partner's respective name, marks and logos for the purpose of developing, making available, hosting, marketing and promoting the Course and Course Materials, subject to such usage guidelines or other restrictions that Educational Partner may reasonably specify from time to time by written notice given to ULP. Any and all use of such name, marks and logos, and all goodwill associated therewith, shall inure solely to the benefit of Educational Partner.

5. Educational Partner's Contributions. Educational Partner agrees to pay ULP the total amount of \$26,000 for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$26,000 fee being the "**Course Fees**"). Educational Partner shall be responsible for paying the

Course Fees (i.e., \$26,000) to ULP, such payment to be made on the date of Educational Partner's signature to this Memorandum.

6. Educational Partner Cooperation. Educational Partner will provide ULP with all support and cooperation that is reasonably requested by ULP from time to time in relation to the Course, including, without limitation, in relation to the Course Materials.

7. Insurance. Educational Partner shall carry commercial general liability ("**CGL**") insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Educational Partner shall ensure that through the end of the Course, and for 12 months thereafter, Educational Partner's CGL insurance policy designates ULP and its directors, officers, employees and agents as additional insureds thereunder. Upon request, Educational Partner will deliver to ULP current certificates of insurance demonstrating that (a) the insurance required herein is in force, and (b) ULP and its directors, officers, employees and agents are additional insureds under the specified CGL insurance.

8. Hold Harmless:

a. ULP shall defend, indemnify, save and hold harmless Educational Partner and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of ULP. This shall include any acts of sexual abuse alleged against any agent or employee of ULP.

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9. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party's costs and fees (including, without limitation, reasonable attorneys' fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment,

modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however Educational Partner may not assign or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



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www.universitylabpartners.org
info@universitylabpartners.org

IN WITNESS WHEREOF, the parties hereto have each caused this Memorandum to be executed by their respective duly authorized representatives effective as of the Effective Date.

COASTLINE REGIONAL OCCUPATION PROGRAM
(ALSO KNOWN AS COASTLINE)

UNIVERSITY LAB PARTNERS

By: _____
Brian Dozer
Superintendent

By: _____
Ken Beall,
CEO

Date: _____

Date: _____

If needed
Date of
Board Approval: _____

Exhibit A

Molecular Biology 1 Internship

Program Proposal:

Program Overview

University Lab Partners (ULP) Molecular Biology 1 Internship is a multicourse hybrid program providing students with industry standard molecular biology skills and exposure to working in an industry standard laboratory. The ULP Molecular Biology 1 Internship is designed for a high level of student involvement by limiting cohort sizes to 12 students, ensuring a meaningful, personalized experience.

Program Vision and Goals

The vision of the ULP Molecular Biology 1 Internship is to build a strong technical foundation that prepares students to progress from learning laboratory skills to applying those skills in authentic biotechnology research.

Students begin by developing core competencies in laboratory safety, pipetting, applied laboratory math, experimental documentation, and standard molecular biology techniques. Through repeated hands-on practice in an industry-standard laboratory environment, students gain the confidence, independence, and technical proficiency needed to successfully participate in more advanced research experiences.

Upon completion of the internship, students will be prepared to advance into the Beckman BioInnovators program, where they can apply these foundational skills to collaborative research projects, experimental design, troubleshooting, data collection, and scientific communication.

Ultimately, the program creates a clear pathway from foundational laboratory training → applied research → career and college readiness, giving students the skills and experiences needed to pursue future opportunities in biotechnology, biomedical research, and related STEM fields.

Career Exploration: Inform students of the types of experiences they could have in biotech industry.

Program Cost: \$26,000.00 for 20 students

Molecular Biology 1 Internship

Date: June 10, 2026 - August 14, 2026 | Wednesdays | 5:30pm - 8:30pm

This 9-week hybrid course provides asynchronous course modules to prepare students for their in-class experiments. Students will meet for 9 consecutive weeks (one day per week) to gain training in standard molecular biology techniques performed in research and development, pharmaceutical, and biotechnology laboratories. Students will acquire and demonstrate industry-standard knowledge and skills in bacterial cloning, genomic and plasmid DNA isolation, PCR, restriction digest, and gel electrophoresis as well as experimental design and CRISPR-Cas9 technology.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 9, 2026

SUBJECT: Memorandum of Understanding (MOU) for CTEoc

Background and Rationale

Coastline ROP is renewing its membership in CTE Orange County (CTEoc).

CTEoc is a collaborative that includes all CTE directors from the Orange County school districts, ROPs, and community colleges. Its mission is to support K-14 districts and CTE programs throughout Orange County, inspire educators to connect and share resources, and bridge educational institutions to industry.

Financial Implications

The cost of CTEoc is \$5,580 and is paid with general fund revenue.

Recommendation

It is respectfully recommended that the Board of Trustees approve the renewal of the CTEoc Memorandum of Understanding for 2026-2027.



Vital Link Education-Business Consortium
12365 Lewis St
Garden Grove, CA 92840-4600
USA
9496462520
info@vitallink.org
www.vitallink.org

Invoice

BILL TO

Coastline ROP
Accounts Payable
1001 Presidio Square
Ca
Costa Mesa, CA 92626

SHIP TO

Coastline ROP
Coastline ROP
1001 Presidio Square
Costa Mesa, Ca 92626

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6068	08/19/2026	\$5,580.00	09/18/2026	30 days	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Fees for Service - CTEoc			
	2026-2027 CTEoc Partnership			5,580.00
	BALANCE DUE			\$5,580.00

[View and pay](#)

BOARD UPDATE
October 2, 2026
EMPLOYEE PERSONNEL REGISTER NO. 4– 2026-2027

It is recommended that the Board approve the following personnel actions:

EMPLOYMENT:

Name: Jonathan Azenon
Position: Teacher
Program: Emergency Medical Responder
Location: El Toro H.S.
Effective: Pending new hire processing

Name: Crist Camacho
Position: Teacher
Program: Medical Billing and Coding
Location: OC Probation
Effective: Pending new hire processing

Name: Kristal Gutierrez
Position: Teacher
Program: Child Development
Careers with Children Internship
Location: Costa Mesa H.S.
Creekside H.S.
Effective: Pending new hire processing

Name: Allison Kienzle
Position: Teacher
Program: Culinary Arts
Location: OC Probation
Effective: Pending new hire processing

Name: Joseph Noceti
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: Pending new hire processing

Name: Joel Pratt
Position: Teacher
Program: Digital Media Arts
Location: Estancia H.S.
Effective: September 24, 2026

Name: Lynna Tang
Position: Career Specialist
Program: Student Services
Location: Portola H.S.
Effective: October 2, 2026

**RESIGNATION OF
EMPLOYMENT:**

Name: Nathan Drown
Position: Teacher
Program: Construction Technology
Location: Estancia H.S.
Effective: September 4, 2026

Name: Stephen Moreno
Position: Teacher
Program: Digital Media Arts
Location: Estancia H.S.
Effective: August 15, 2026

Name: Stephanie Sanchez
Position: Teacher
Program: Cosmetology
Location: Silverado H.S.
Effective: October 4, 2026

MEDICAL LEAVE:

Name: Jeanne Bennett
Position: Manager, Technology Services
Program: Technology Services
Location: Presidio Site
Effective: August 28, 2026 – November 27, 2026

**TERMINATION OF
EMPLOYMENT:
(Class no longer offered)**

Name: Stephen Lindley
Position: Teacher
Program: Administration of Justice
Location: Laguna Hills H.S.
Effective: May 19, 2026

Brian K. Dozer

Travel and Conference Report October 2026

Name	Position	Campus	Dates	Destination	Purpose	Amount	Funding Source
Alex Thompson	Career Specialist	Foothill High School	September 11, 2026	Virtual	Virtual UC Counselor Conference 2026	\$60.00	CTEIG
Dr. Brian Dozer	Superintendent	Presidio Campus	September 23, 2026	Tustin, CA	Tustin Public Schools Foundation	\$50.00	General Fund
Alex Thompson	Career Specialist	Foothill High School	September 29, 2026	Virtual	2026 CSU High School Virtual Counselor	\$153.75	CTEIG
Kathy Tran	Career Specialist	Beckman High School	September 29, 2026	Virtual	2026 CSU High School Virtual Counselor	\$153.75	CTEIG
Michelle Arce	Student Services Manager	Presidio Campus	Oct. 15-17, 2026	Cerritos, CA	Classified Supervisory Leadership Academy (AALRR Conference)	\$1,960.00	CTEIG
Divina Montejano	K12 Pathway Coordinator	Presidio Campus	Oct. 13-16, 2026	Rancho Mirage, CA	CCCAOE	\$1,444.62	CTEIG
Siteria Edwards	Director, Human Resources	Presidio Campus	Oct. 6 & 13, 2026	Virtual	AALRR - Decision Maker	\$500.00	General Fund
Dr. Brian Dozer	Superintendent	Presidio Campus	Oct. 19, 2026	Irvine, CA	OCSBA and ACSA Region 17 Joint Dinner	\$65.00	General Fund
Siteria Edwards	Director, Human Resources	Presidio Campus	Oct. 19, 2026	Irvine, CA	OCSBA and ACSA Region 17 Joint Dinner	\$65.00	General Fund
Dr. Brian Dozer	Superintendent	Presidio Campus	Oct. 20, 2026	Virtual	AALRR - Appeal Officer	\$500.00	General Fund
Michelle Arce	Student Services Manager	Presidio Campus	Oct. 27, 2026	Virtual	AALRR - Informal Resolution Training	\$500.00	CTEIG
Dr. Brian Dozer	Superintendent	Presidio Campus	Oct. 28, 2026	Costa Mesa, CA	Newport Mesa Schools Foundation - State of the Schools	\$33.00	General Fund
Ed Jaspersen	Instructor	Estancia High School	Nov. 18-20, 2026	Rancho Mirage, CA	2026 CTE Conference	\$1,752.26	CTEIG
Dr. Brian Dozer	Superintendent	Presidio Campus	Dec. 2 - 5, 2026	New Orleans, CA	ACTE Vision CTE 100 Conference	\$2,130.63	General Fund
Alex Perez	Instructional Support	Presidio Campus	Dec. 10-11, 2026	Virtual	Institute - Maximizing Your Effectiveness as an Instructional Coach	\$595.00	CTEIG
						\$6,819.88	